



Freedom

Extremely powerful. Suprisingly simple.™



Freedom™

Website Maintenance System

Web Designer Help Manual

Step-by-step instructions on how
to get the most out of the
Freedom Website Maintenance System™.

Produced By: **Diverse Network Associates™**

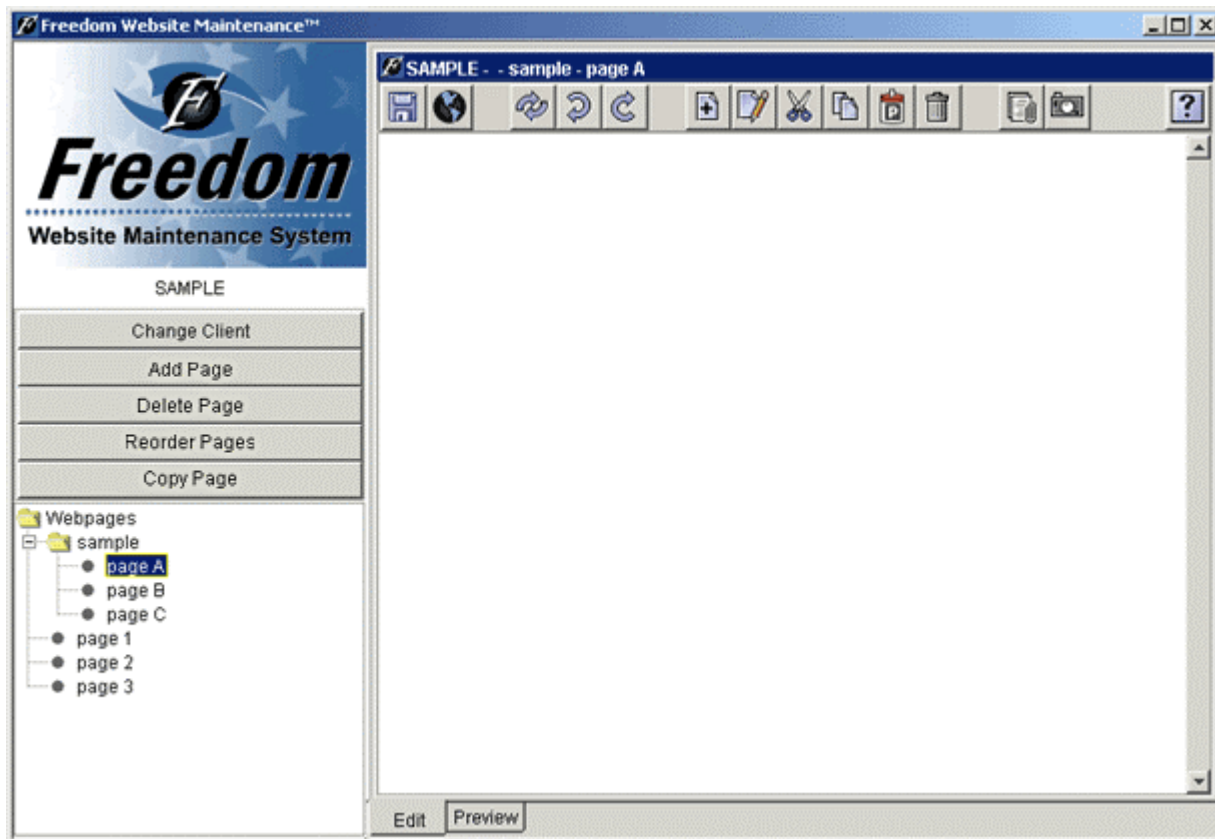
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Getting Started

There are three distinct sections to the Freedom application. Please click on one of the below links or on the image of the interface you want to know more about.

1. Edit/Preview Workspace
2. Change Client/Page Modification Buttons
3. Website Directory Structure



Edit/Preview Workspace

This area serves to support two windows. One is the editor. This window allows you to edit and maintain the content of your website. The other window is for preview. This lets you view your pages, as they will appear on the web, before you actually update them.



You can choose which window you want by toggling between the tabs located in the bottom left of the workspace. For an example, mouse over the tabs on the above image.

The Edit Window

Toolbar

The edit window toolbar has a simple design, but It also gives you all of the options you'll need to maintain your page content in the way that you want.

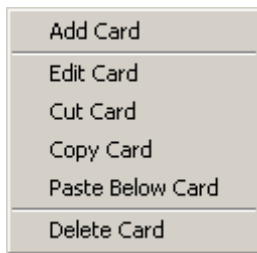
Please click on any button on the toolbar below that you would like to know more about.



Right Clicking

After selecting a page to edit, many of your toolbar options are available to you by a simple right click of your mouse button.

When a card is right clicked, the below popup window will appear and give you the option to add a new card, edit the selected card, cut or copy the selected card, paste a card that has been cut or copied, or delete the currently selected card.



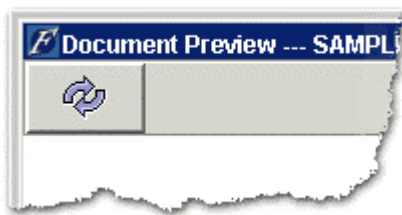
Double Clicking A Card

When you double click a card, that cards editor will pop up allowing you to change or add to the content of that card. See Edit Card.

The Preview Window

Toolbar

When you are using the preview option there is only one item on the toolbar, the refresh button. Click the button on the below toolbar to find out more about refresh.



Preview Window

This window allows you to View your pages, as they will look on the web. It gives you the opportunity to see where you need to make any changes to your pages before you upload them to your site.

Edit/Preview Workspace

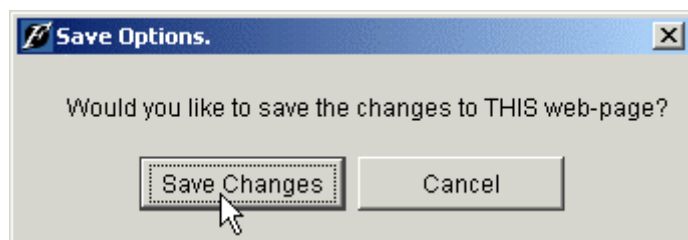
Save Page Button

It is suggested that you save your work often. Just bear in mind this rule of thumb; only save as often as you are willing to lose the work that you have done. In other words, if anything goes wrong, the only thing you've got is your last saved copy. Below are the steps to take when saving your pages.

Press the save button located at the top of the editor window.



A popup window will ask you if you want to save the changes you made to the current page in the editor window.



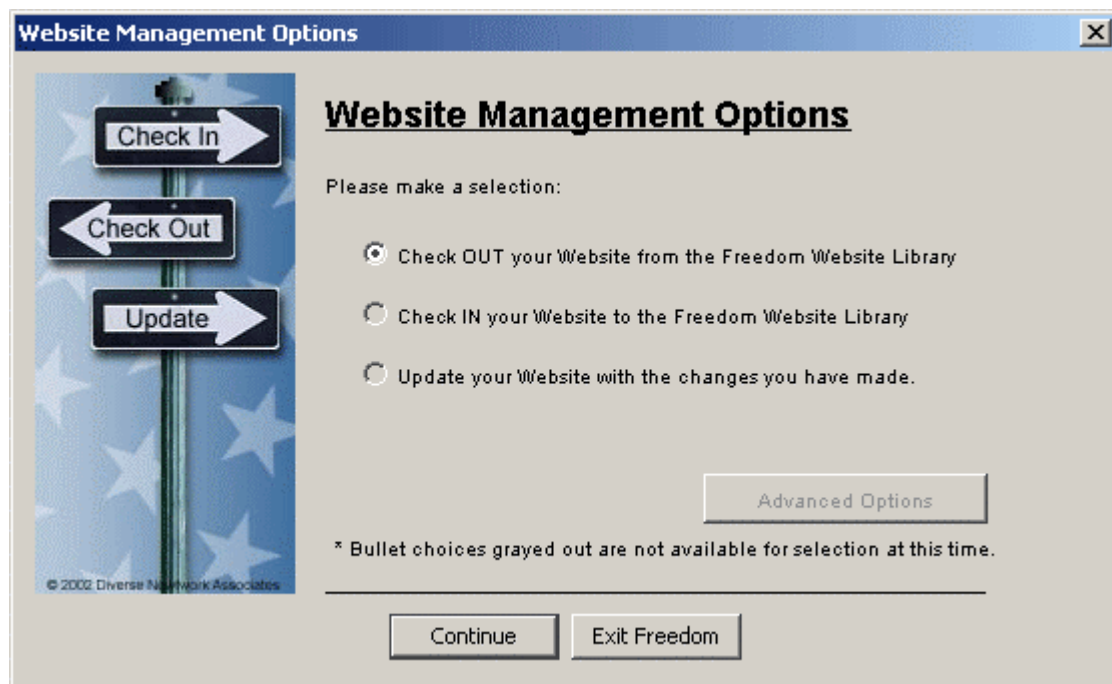
Select the "Save Changes" button and any changes you did make will be saved.

Edit/Preview Workspace

Update Button

Checking Out

Unless you already have your website checked out, when the Freedom system is launched you will be prompted to check out your website from the Freedom Website Library.



The checkout system has been put in place to assure that only one person at a time can be editing a site. This assures that at any time who ever has the site checked out is working on the most current version of that site.

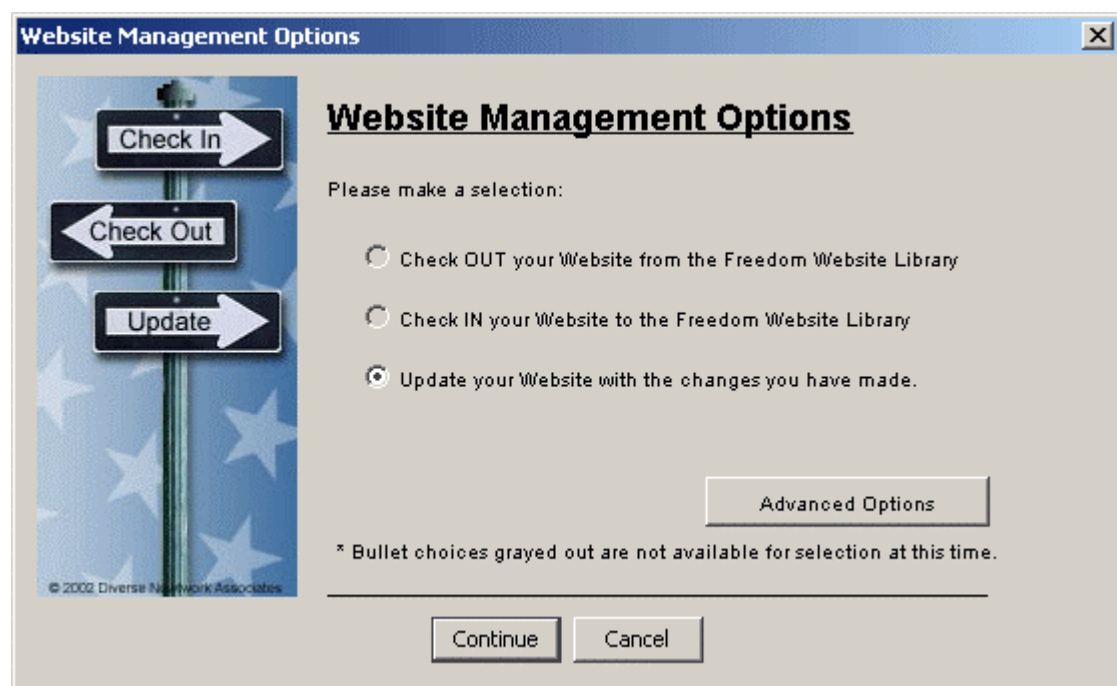
Updating A Website

After you have checked out a website and made any changes necessary, you will need to update the website before checking the site back in.

To do this, you find and click the update button located on the toolbar in the edit window.



A popup window will appear and prompt you to update your site.



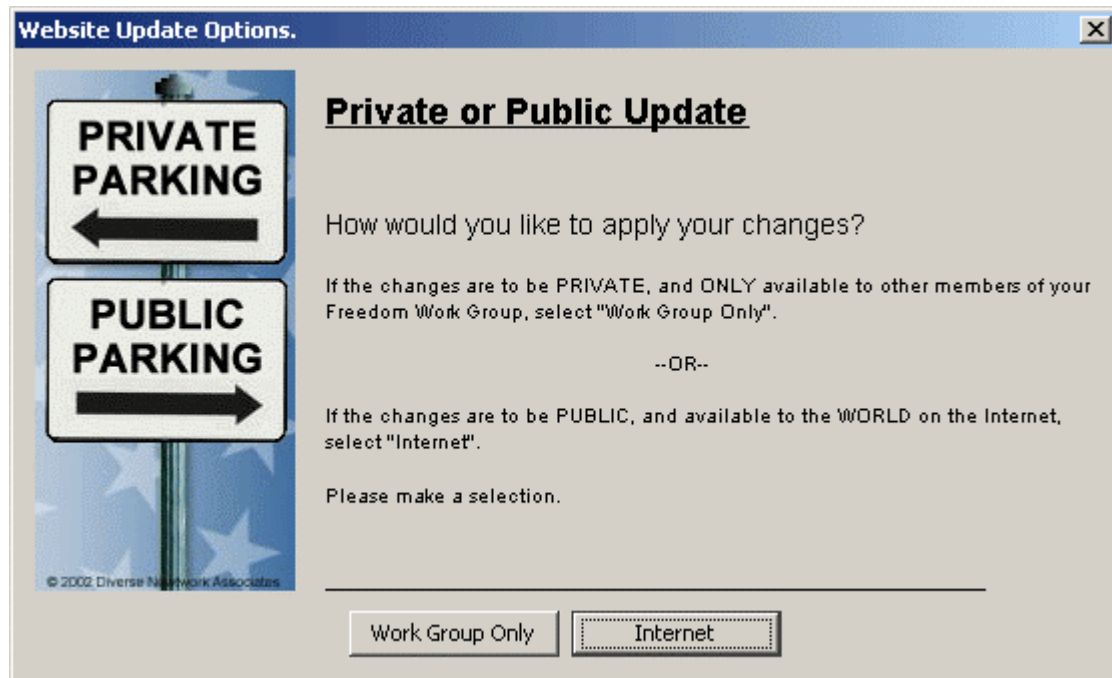
Click on the "Continue" button and all of the pages you made changes to will be updated on your site.

You could also choose the "Advanced Options" button, which will cause another popup window to appear and prompt you to either update your entire site (Warning: utilization of this option can result in excessive upload times, and is only necessary in special cases) or destroy records of saved work, which will destroy any changes you have made since your last update and allow you to check in your website.



Following your update selection you will have to choose where you want to update to. If you choose to update to the workgroup, any changes you have made will be posted to the Freedom server, but not to the server your website is hosted on, allowing you to update and check in your website, without posting any changes to your live website.

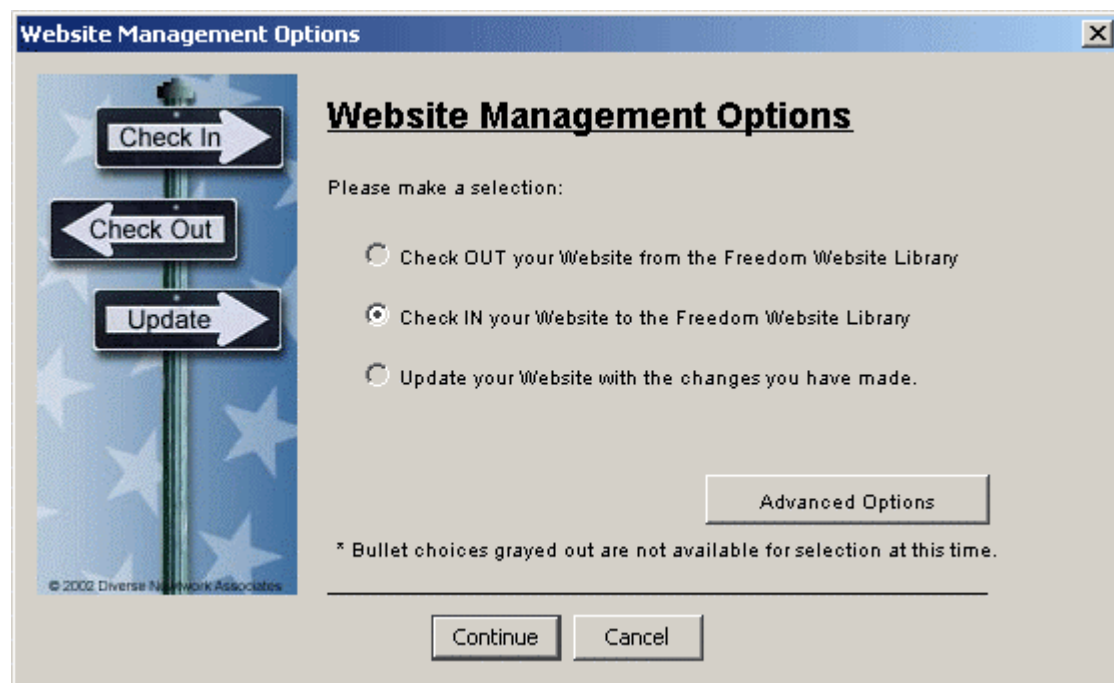
Most often you will select the internet option, which will post any changes you have made directly to your live website, making them viewable by the public.



Checking In

After all changes to your site are made, and updates are completed, you will be allowed to check your website back into the Freedom Website Library.

You can do so by simply clicking the update button on the edit windows toolbar. A popup window will prompt you to check your site in.



You click the "Continue" button and your website will be checked in automatically, ready for the next person to check it out.

Edit/Preview Workspace

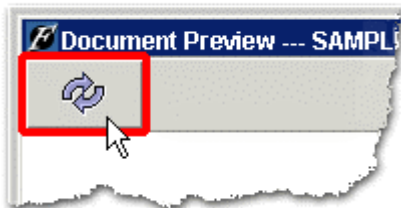
Refresh Button

This button is mostly used in the preview window, but it can be used in the editor window to make sure all of the information being displayed in the cards is current.

Press the refresh button located at the top of the editor window. This button is also located on the top bar in preview mode.



The whole editor screen will be rewritten so you will be sure to see the most current information displayed. In preview mode the page being displayed will be reloaded.



Edit/Preview Workspace

Undo / Redo Buttons

The undo button undoes the last action taken. The redo button redoes the last action that was undone.



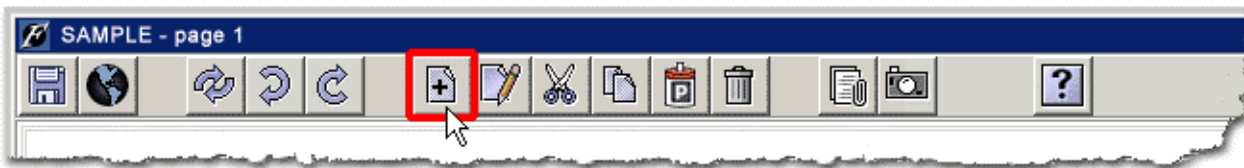
Both buttons are located on the toolbar in the editor window.

Edit/Preview Workspace

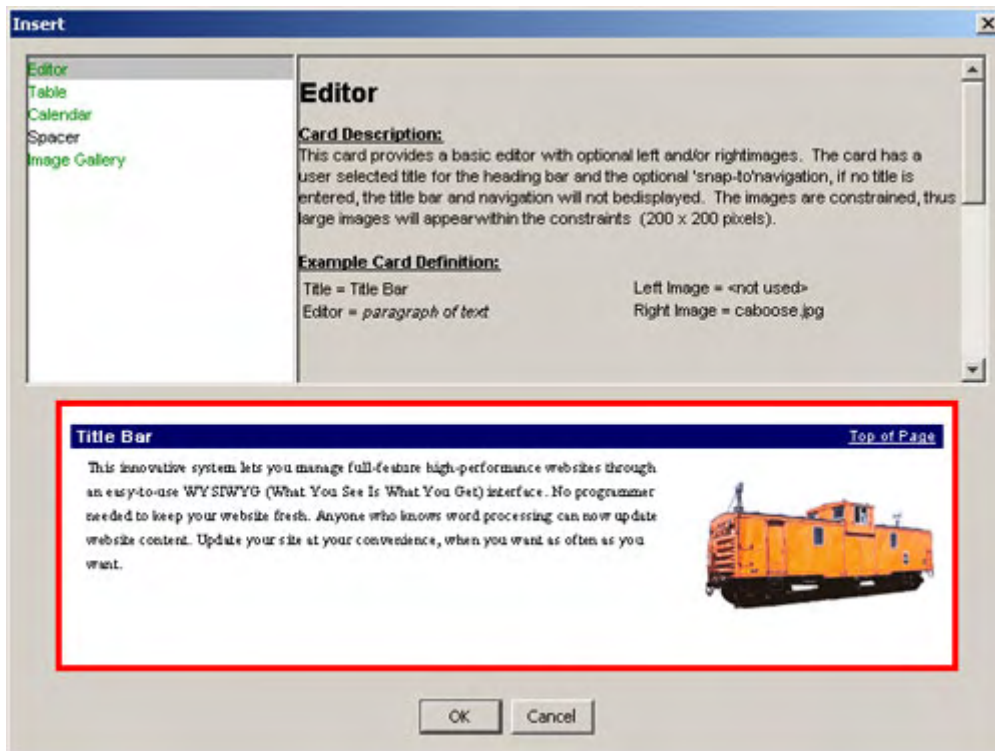
Add Card Button

The idea of using cards to control the content of your website is at the core of what makes the Freedom Website Maintenance system so easy to use. The cards make it possible to drag and drop all parts of your content anywhere on your page. You may also open any card and edit that bit of text and/or graphics to suit your needs.

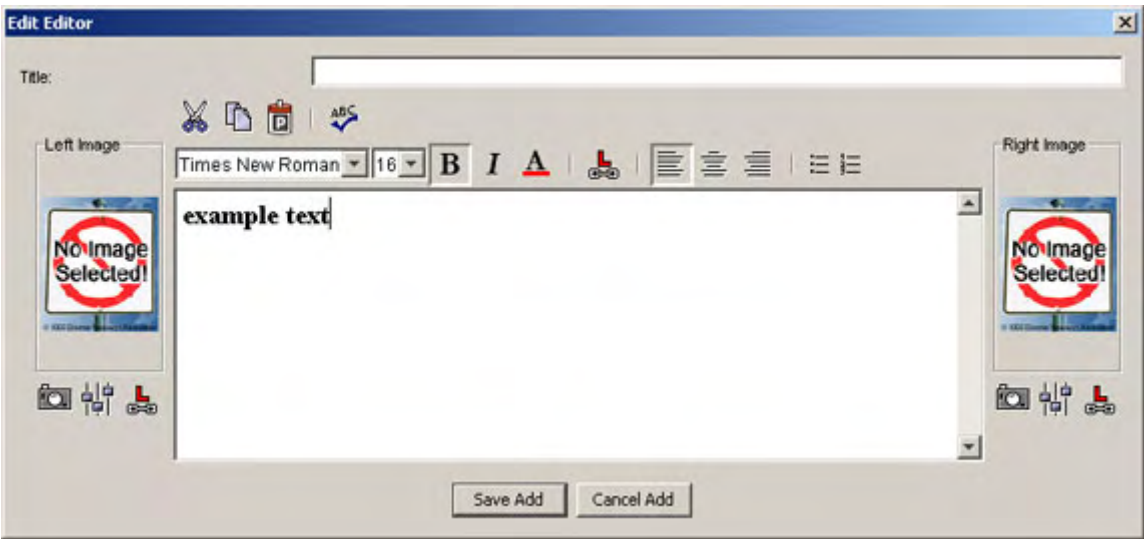
When you need to add a new card to your page, click on the add page button as shown below.



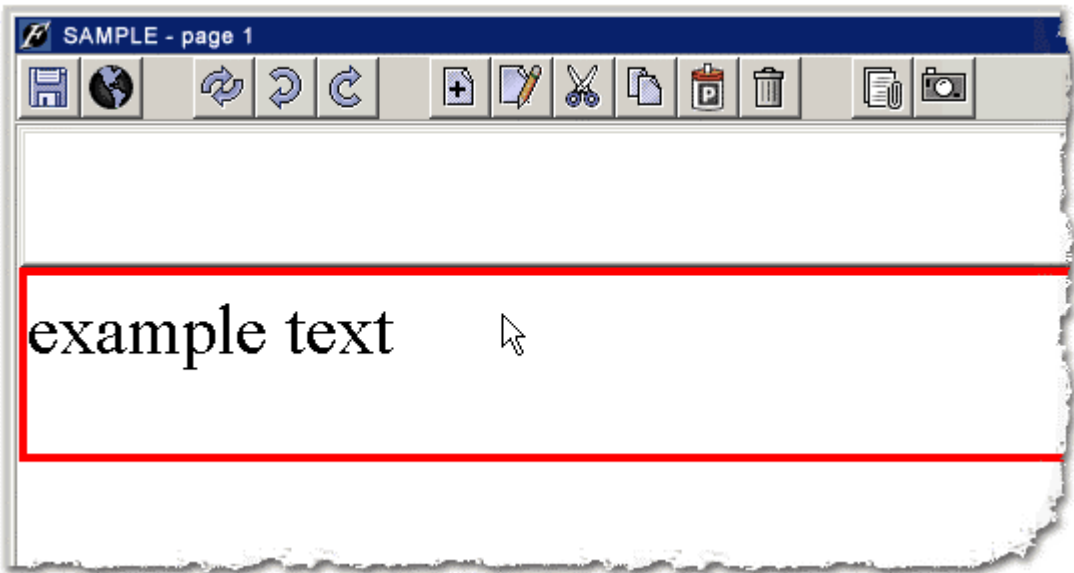
A popup window will appear and display all of the different cards. When a card is selected, the description of the card and an image of what the card look like will also be displayed in the popup window.



Once you select a card and press the "ok" button, the cards specific edit window will open to allow you to enter your desired information.



Finally, when you save the work you've done, your new card will be added to the current page and display whatever was entered in its edit mode.

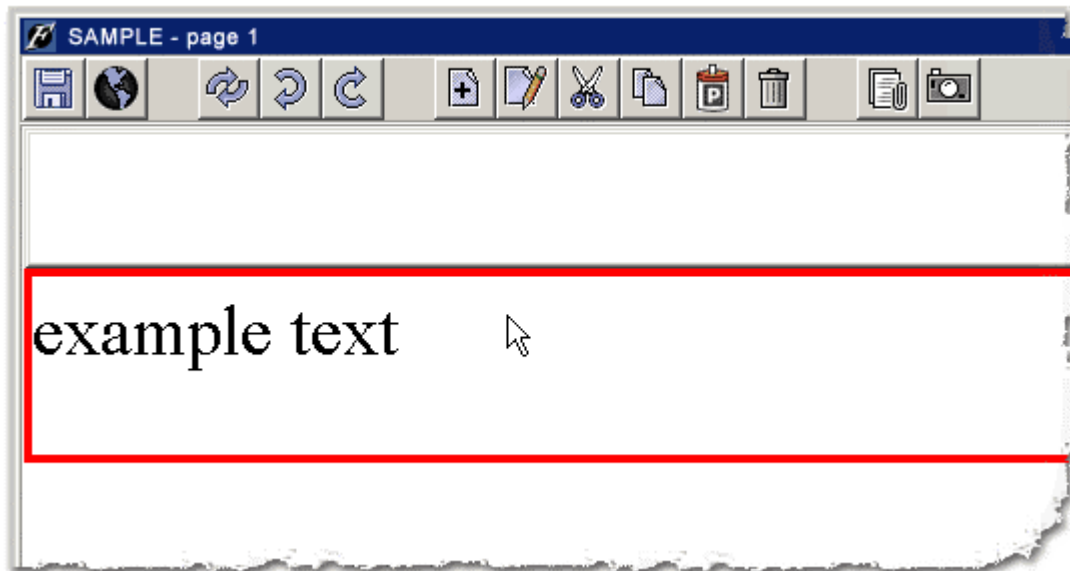


Edit/Preview Workspace

Edit Card Button

At times you might find it necessary to edit the content of your page. The cards give you a quick and efficient way to do this.

You first must select the card that contains the information that you need to change, add to, or update.



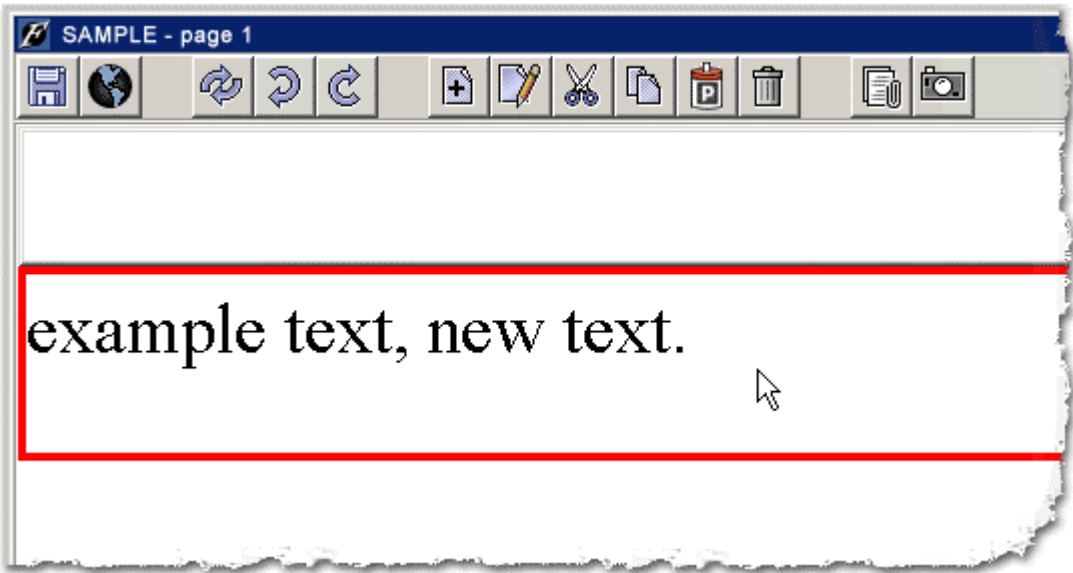
Now select the edit card button from the toolbar at the top of the page editor window.



That cards specific edit window will open up to allow you to enter your desired information.



Finally, when you save the work you've done, your new information will be displayed in the edited card, on your page.



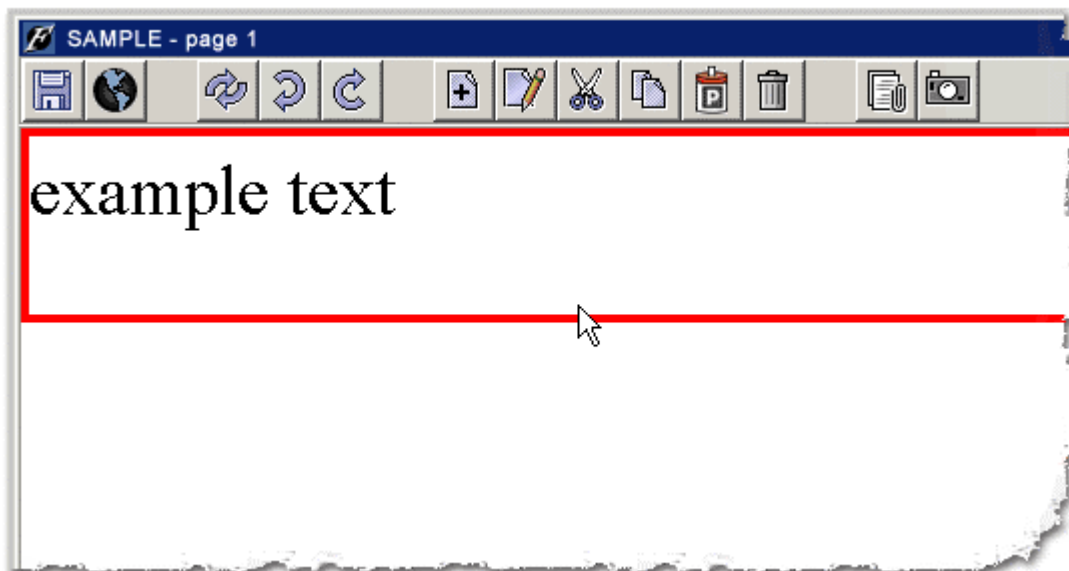
Edit/Preview Workspace

Cut/Copy/Paste Card Buttons

Sometimes you will want several copies of the same information contained in a particular card on several pages throughout your site, or even different information, displayed in the same format as a card you have already created.

It is easy to use the Cut Card, Copy Card, and Paste Card buttons to move or duplicate any of the cards located on one of your pages to a different location in your website.

You first must select the card that contains the information that you want to move or duplicate.

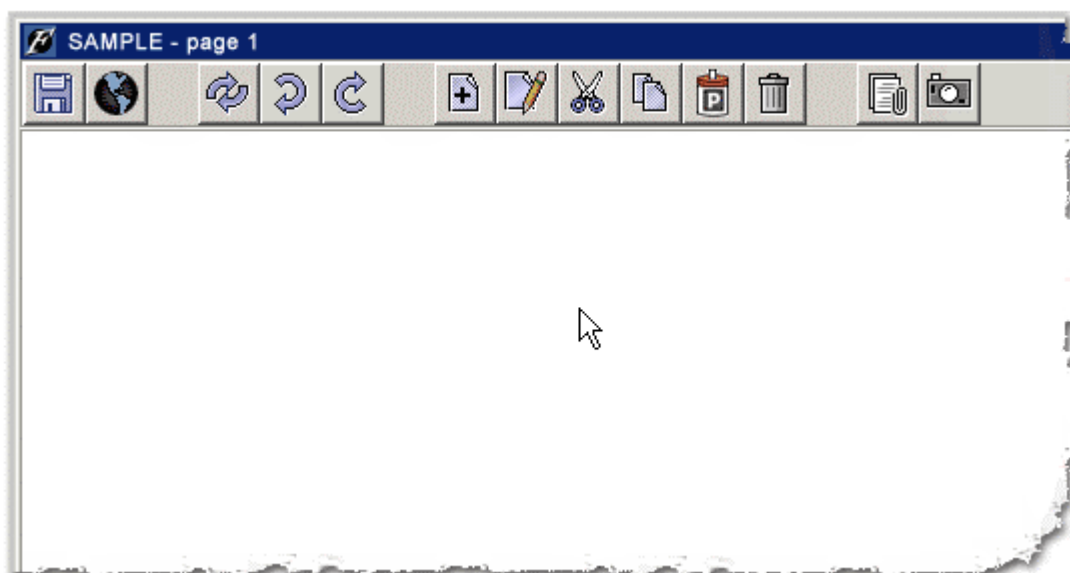


The Cut Card Button

If you want to move this card to a different page, select the Cut Card button located on the editor window toolbar.



The card, which has been removed from its current location, is now ready to be pasted to a new location on one of the other pages within your website.



The Copy Card Button

If you want to duplicate the card to reuse it's formatting or just to repeat the information contained within it, select the Copy Card button located on the editor window toolbar.



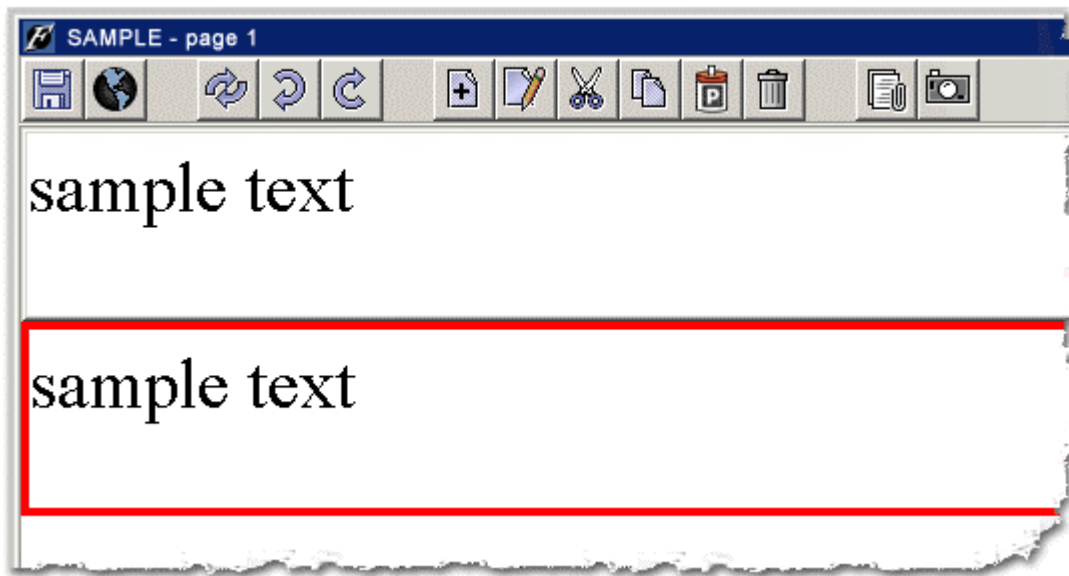
Now the card is ready to be pasted onto this page or to a new location on one of the other pages within your website.

The Paste Card Button

After you Cut or Copy a card you will want to Use the Paste Card button to place the card.



Whether you are on the same page or on a different page, you can select the Paste Card button to insert a copy of that card on the currently viewed page.

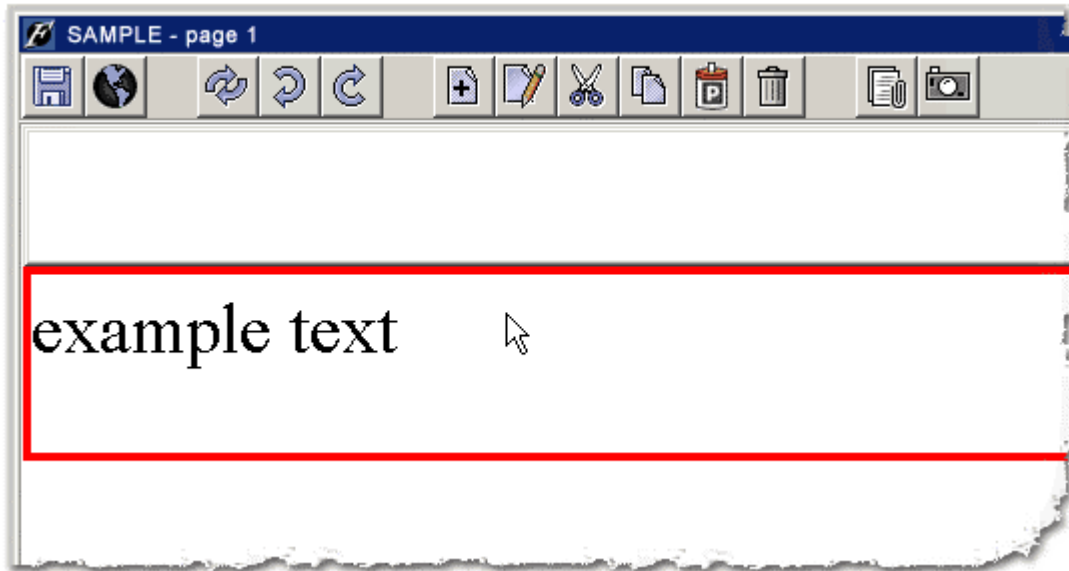


Edit/Preview Workspace

Delete Card Button

When you are done with any of the information on one of your pages and want it removed, deleting the card the information is contained in makes it easy to manage your unwanted content.

You first must select the card that contains the information that you want to remove.



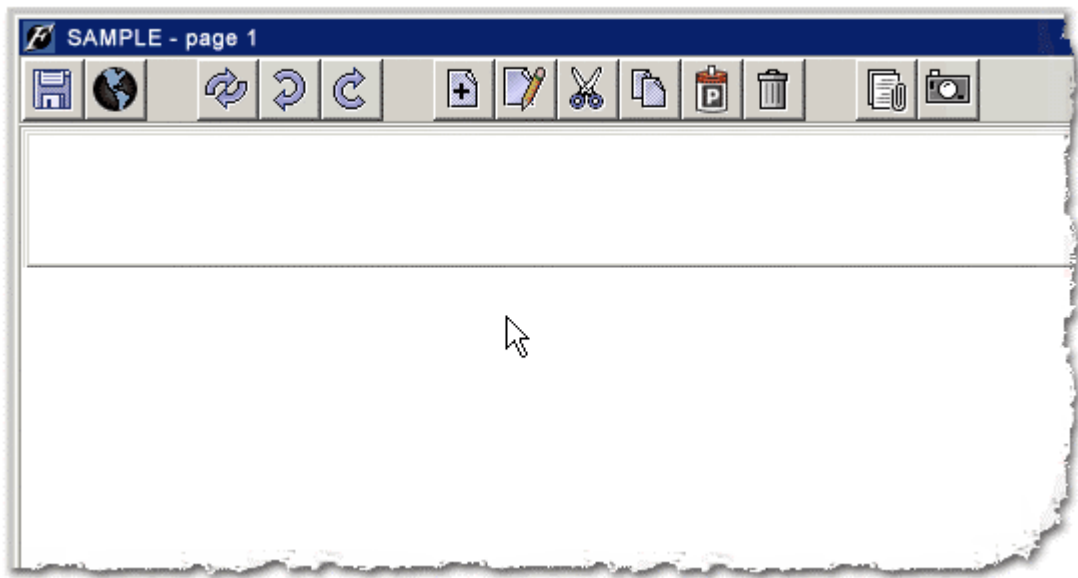
Now select the remove card button from the toolbar at the top of the page editor window.



A popup window will prompt you to make sure that you want the selected card deleted. You then click the "ok" button.



The selected card is removed from the current page and you will be ready to continue with your work.



Edit/Preview Workspace

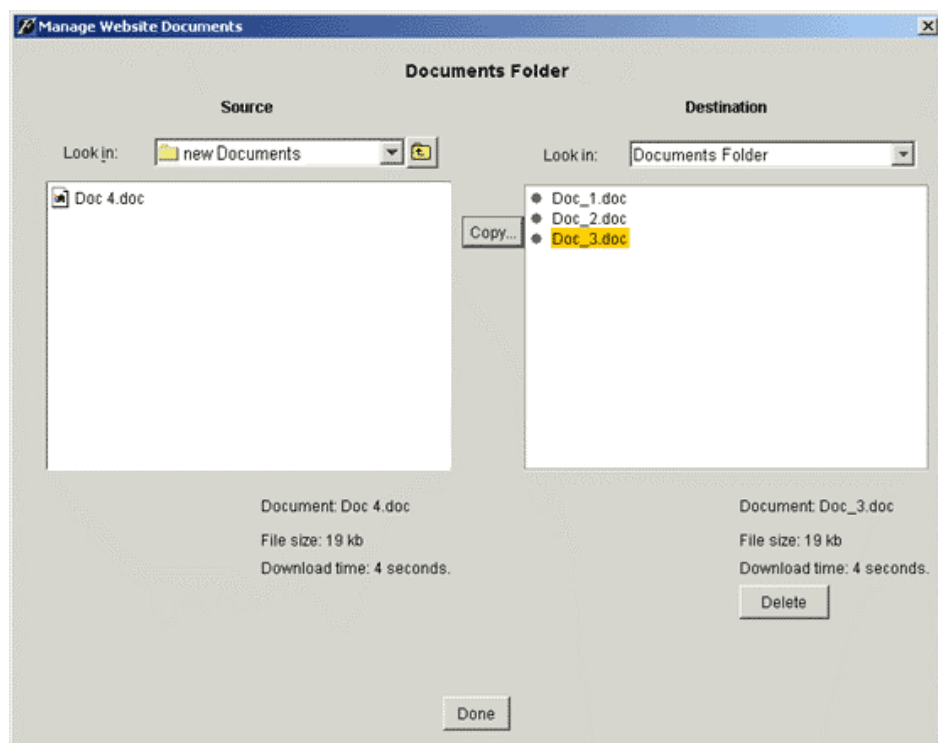
Website Documents Button

This is where you will insert documents from the local machine in to the Freedom system, allowing you to link those documents to your website and make them available for download. Once a document has been added using this button, you will be able to create a link to it from anywhere on your site. Below is a description of how to add and remove documents from the document folder.

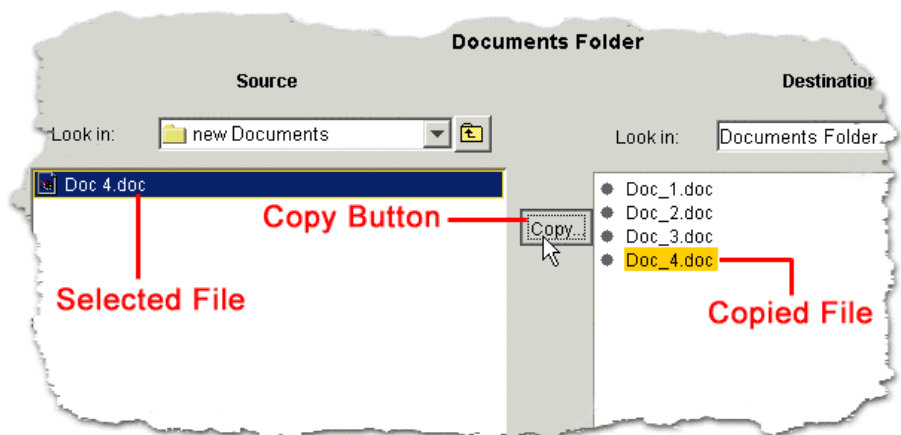
Begin by pressing the website document button located at the top of the editor window.



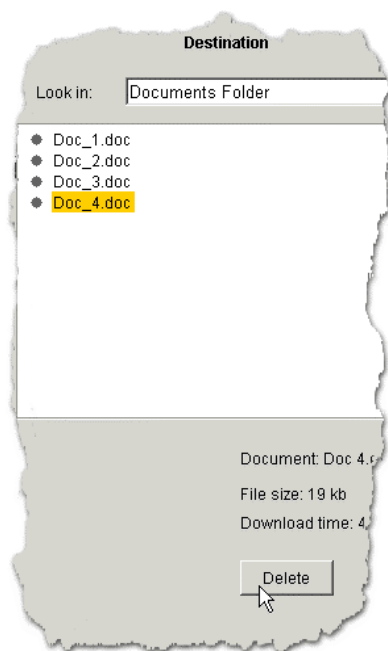
A popup window will display all of your document information. On the left is a "Source" window, where you can search on your machine for documents to add to your document folder. On the right is a "Destination" window, which is where all of your current documents reside. You can also use this window to delete old documents that are no longer necessary. Below each window respectively, is a description of any file that has been selected from that particular window.



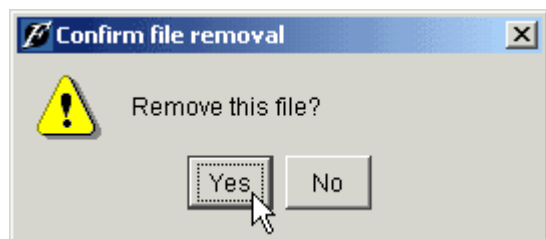
To bring a file into your document folder just select a file from the "Source" window and then click the "Copy..." button. A copy of the original file will be created and stored in the document folder for use in the Freedom system.



Finally, to delete an existing document from the document folder, just select the proper file from the destination window and then click the "delete" button.



Another popup window will confirm that you want to delete the file. Select the "yes" button and the file will be deleted from the document folder.



Edit/Preview Workspace

Image Album Button

There will be times that you want to insert an image into the content on your page. First you need to copy the image you want to use into the image album folder. Once there the system can access the image for use in your page.

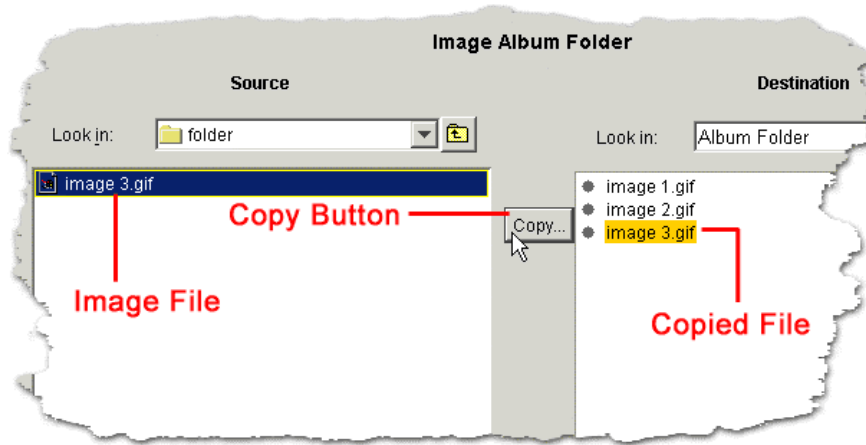
To copy your image into the image album folder, begin by clicking the image album button on the tool bar located at the top of the editor window.



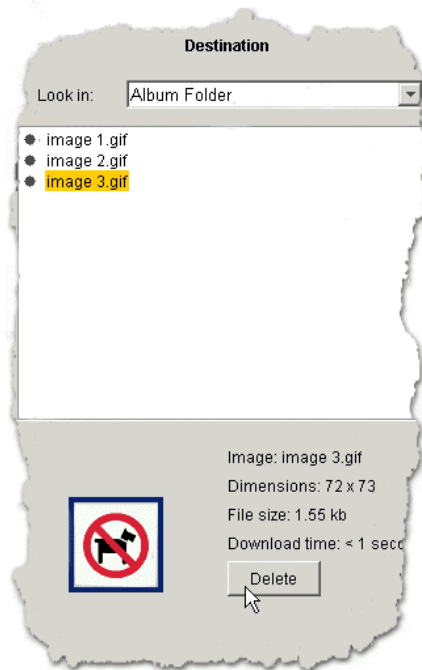
A popup window will display all of your image information. On the left is a "Source" window, where you can search on your machine for images to add to your image album folder. On the right is a "Destination" window, which is where all of your current images reside. You can also use this window to delete old images that are no longer necessary. Below each window is a description and preview of an image selected from each respective window.



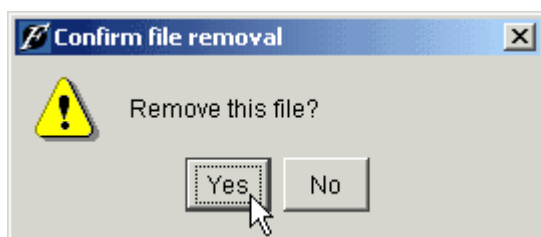
To bring an image into your template folder just select an image from the "Source" window and then click the "Copy..." button. A copy of the original image will be created and stored in the album folder for use in the Freedom system.



Finally, to delete an existing image from the album folder just select the proper file from the destination window and then click the "delete" button.



Another popup window will confirm that you want to delete the file. Select the "yes" button and the image will be deleted from the album folder.



Edit/Preview Workspace

Help Button

Clicking the help button, as shown below, can access the help menu.



The Freedom Website Maintenance System's help menu was created to allow the end user to easily find information on the different components of our system.

You are given several navigation options when traveling through our help menu. The primary source for navigation is the directory, located on the left hand side of the menu. You can also use the "Getting Started" page to navigate through a selection of images in the main window.

As you explore deeper into the menu you will also see, at the top of each page, the hierarchy of pages you have traversed. You can use these links to travel to higher-level pages, or just to see the current page's location in the directory.

Change Client/Page Modification Buttons

These buttons are for use by web designers and/or system administrators so that they may set up and manage accounts for their end clients.

Click on one of the below links or on the image of the buttons you want to know more about.

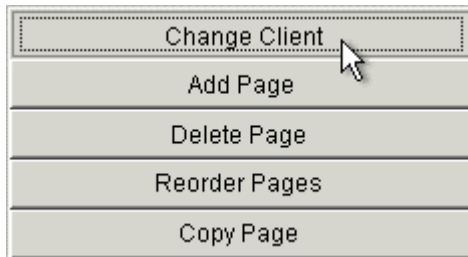
1. [Change Client](#)
2. [Add Page](#)
3. [Delete Page](#)
4. [Reorder Pages](#)
5. [Copy Page](#)

Change Client
Add Page
Delete Page
Reorder Pages
Copy Page

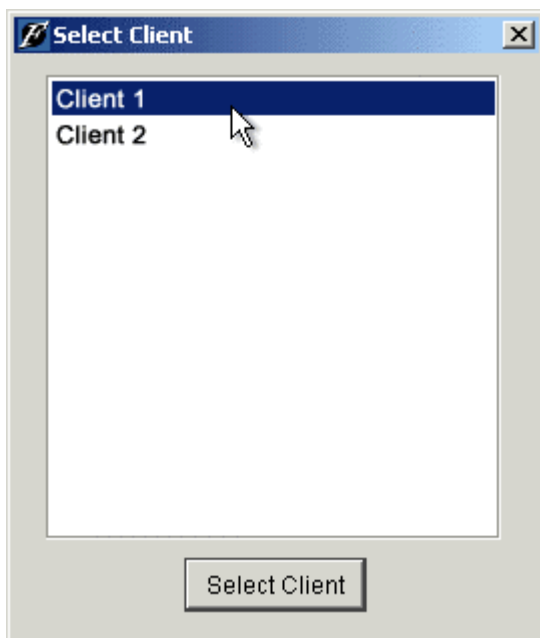
Change Client/Page Modification Buttons

Change Client Button

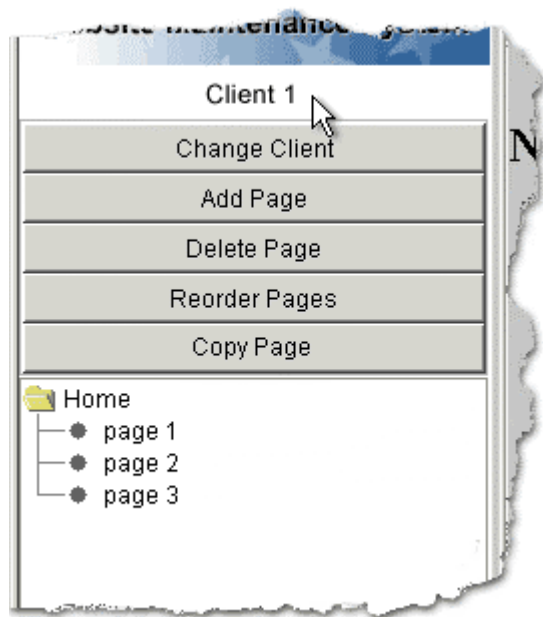
You may have more than one client that you are maintaining with the Freedom system. If that is the case, when this button is selected, a pop-up window will appear and give you the list of your clients to choose from.



You then select one of the clients on that list.



Finally you press the "select Client" button, which will allow you to check out your website from the Freedom Website Library.



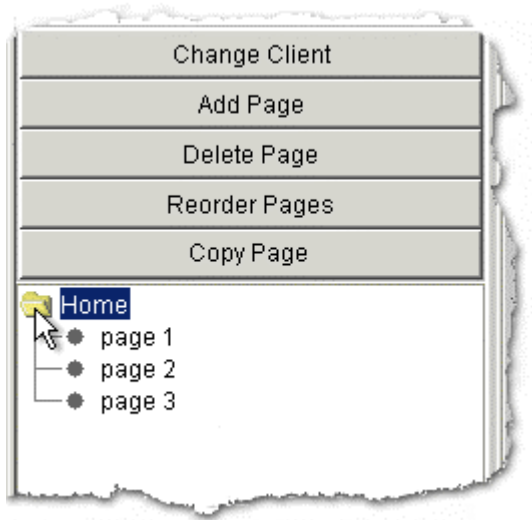
You can also click on the client name located above modification buttons to change the current client.

Change Client/Page Modification Buttons

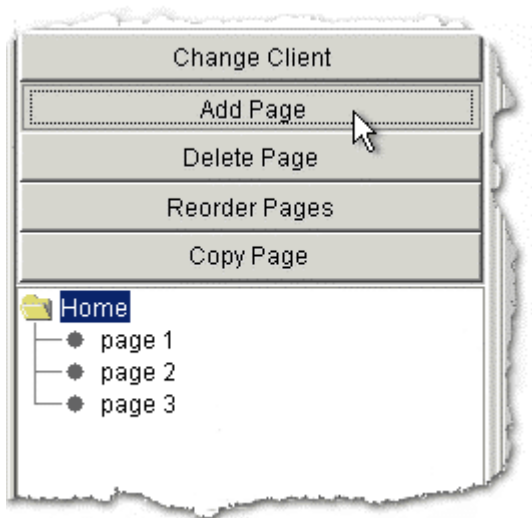
Add Page Button

When you want to add a page to the directory of a site, this button will create a new page automatically.

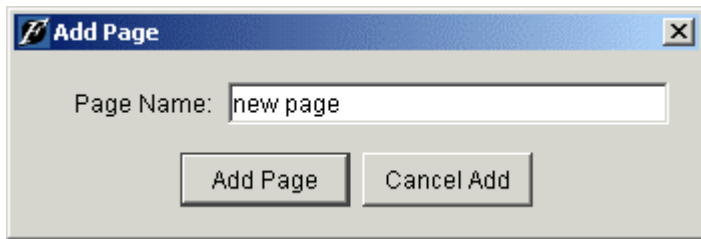
First you need to select the file you want to add a page to.



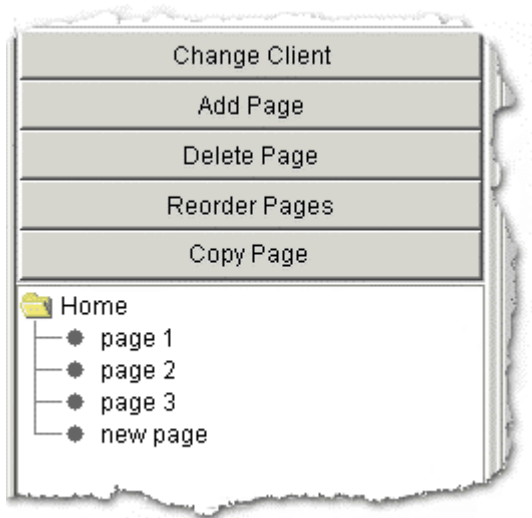
Then you will press the "Add Page" button.



A pop-up window will prompt you to name the new page.



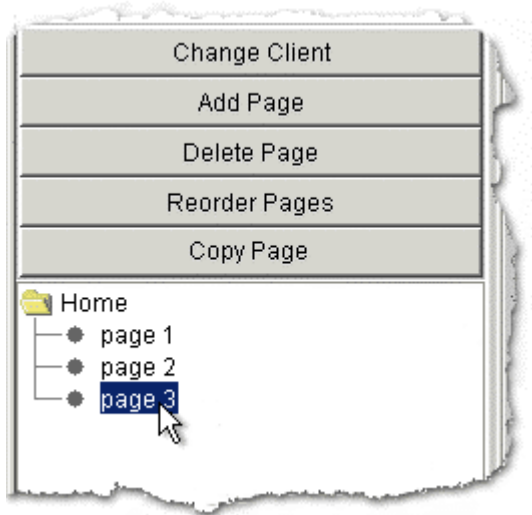
Finally, the new page will open in the "edit" window and be added to the file selected.



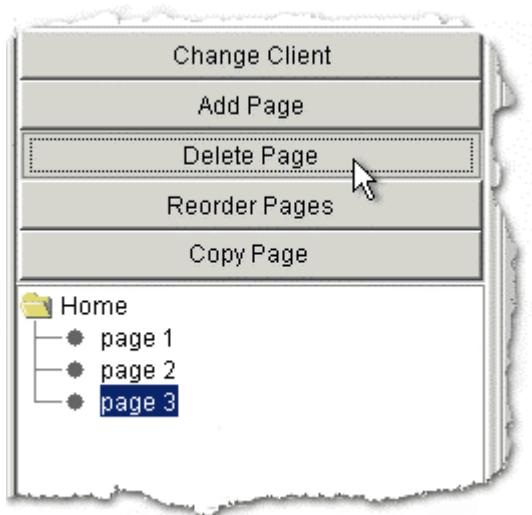
Change Client/Page Modification Buttons

Delete Page Button

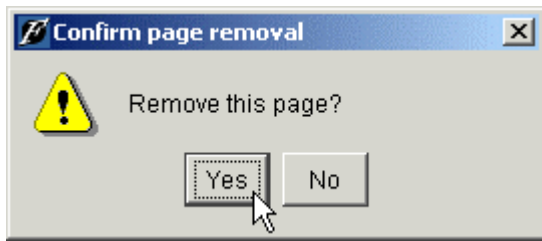
When making changes to your site you might need to delete a page from one of your site's directories. To do this you will first select a page to be removed from a directory.



Then select the "Delete Page" button.



A window pops up asking you if you want to remove this page.

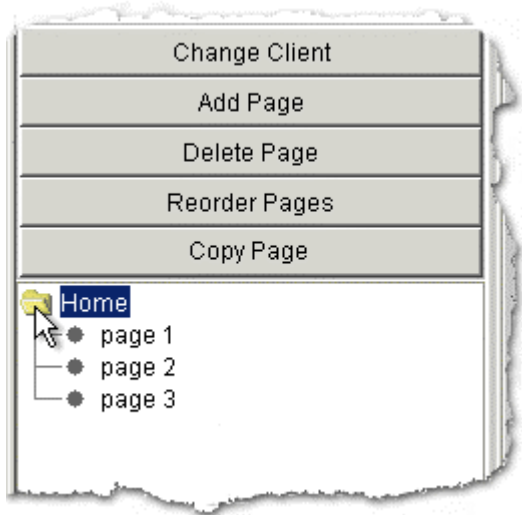


Your choices are either yes or no, and respectively the page will be deleted or not.

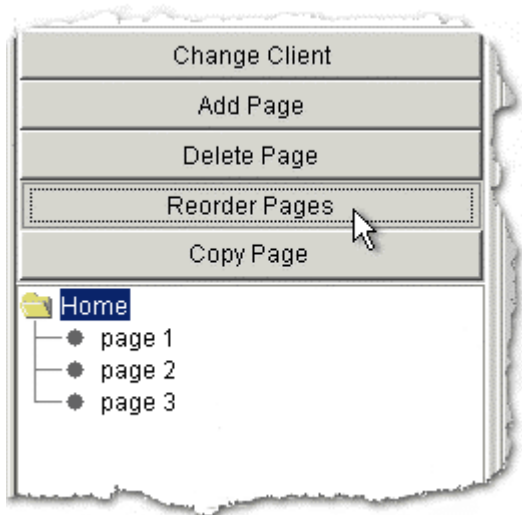
Change Client/Page Modification Buttons

Reorder Page Button

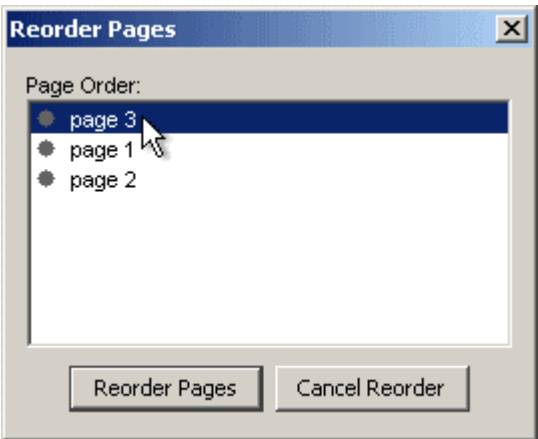
From time to time you may find a need to reorder the pages within your navigation. To reorder the pages within a directory you first need to select the directory in question.



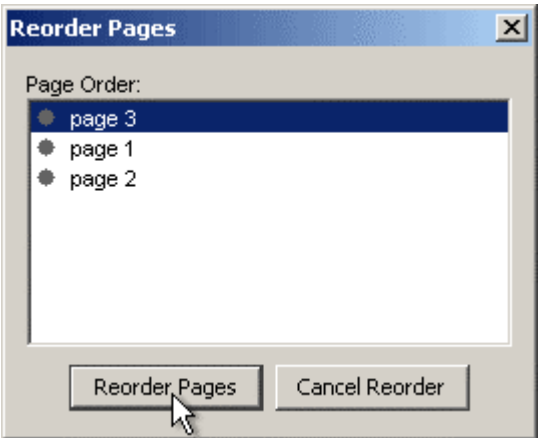
Next, you will select the "Reorder Page" button.



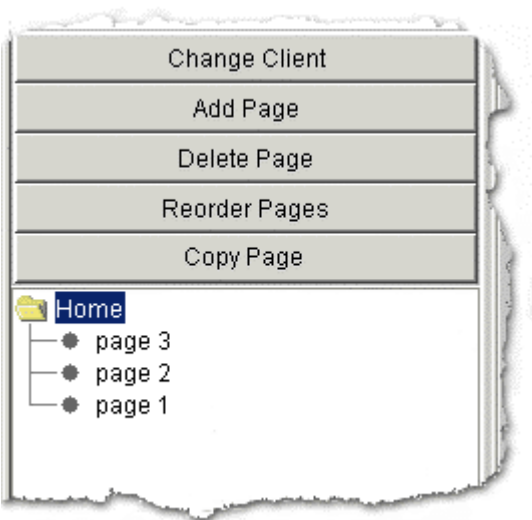
When the popup window appears, you can drag and drop the pages to whatever order desired.



Once the pages are reordered, press the "Reorder Pages" button to commit your changes.



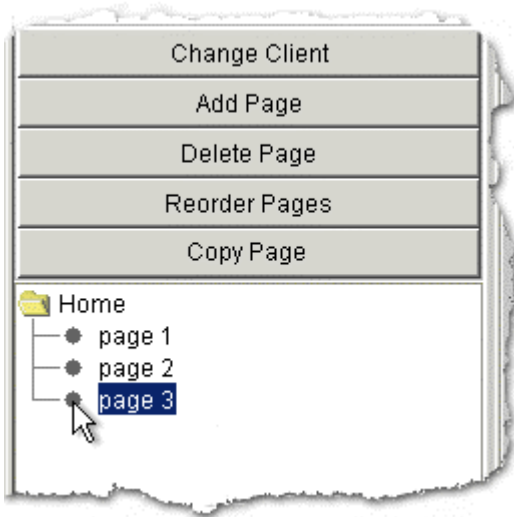
Now the pages in the directory should be displayed in the chosen order.



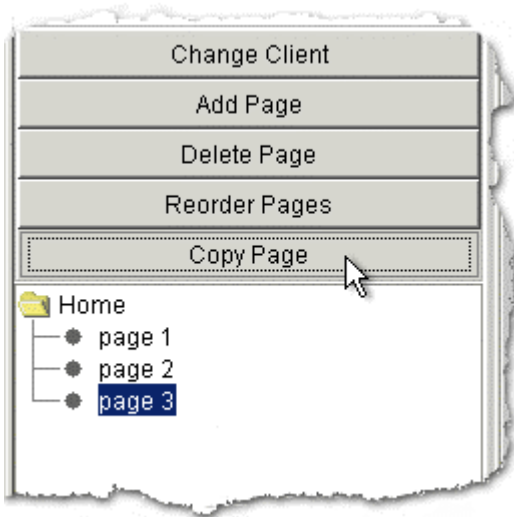
Change Client/Page Modification Buttons

Copy Page Button

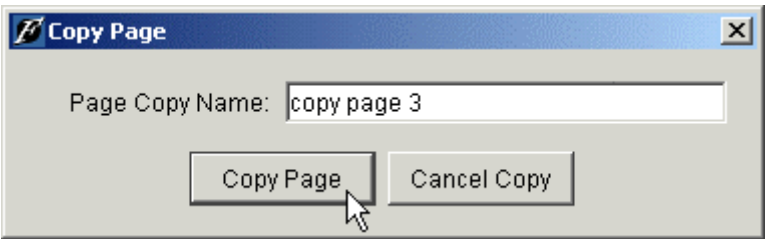
If you have a page already created that you would like to duplicate, to reuse the content or for any reason, first start by selecting the page you would like to copy.



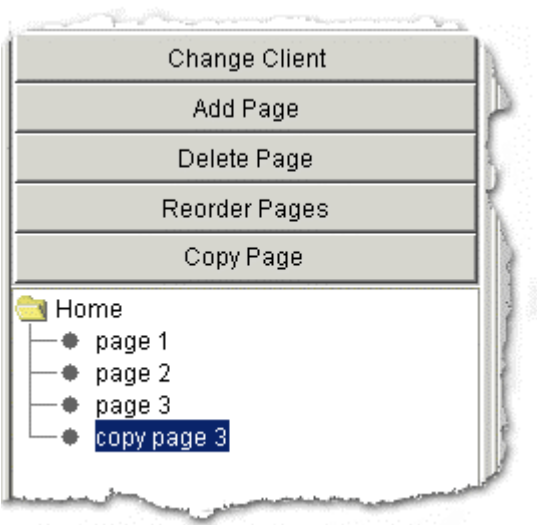
Then press the "Copy Page" button.



A window will pop up displaying the current page's name in a field where you will enter the name of the copy page.

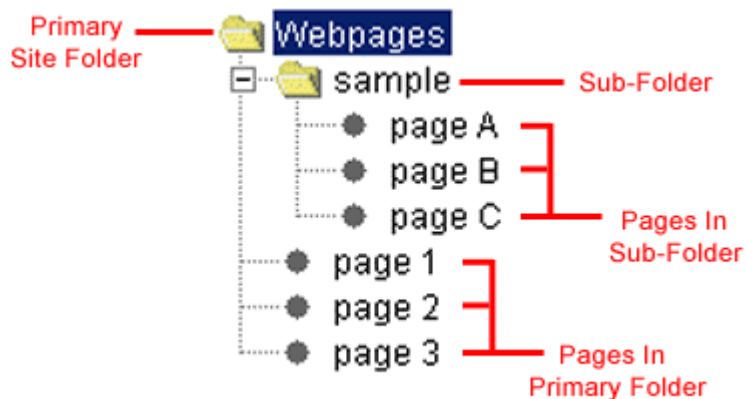


Then select the "Copy Page" button and the new page will be displayed in the directory.



Website Directory Structure

Your website file structures may vary, depending on their size and complexity. The more organized your directories are the easier it will be to keep them maintained. Below is an example, with descriptions, of what a site map may look like.

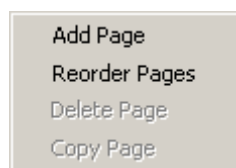


Right Clicking The Website Directory

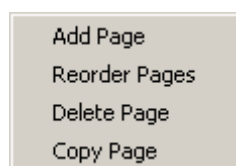
When you right click, depending on whether you have a directory or page selected, one of two option menus will appear. These menus will give you the same options provided by the buttons above the website directory. They simply allow for a secondary method to execute all of the buttons functionality.

You have the choice to either right click a directory or a page. Below are the descriptions of what both of those actions achieve.

After a directory is selected and the right mouse button is clicked, a menu will appear, allowing you the option to add a new page under the selected directory or reorder the pages within that specific directory.

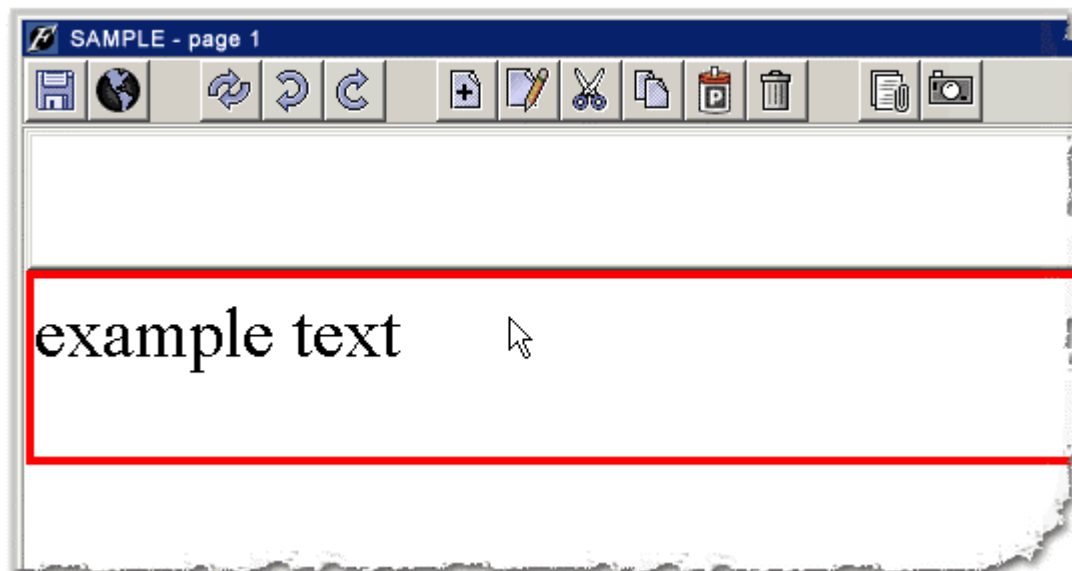


Following a page being selected and the right mouse button being clicked, a menu will appear displaying several options. You can add a new page, reorder the pages within the current directory, delete the selected page, or make a copy of the selected page within the current directory.



CARD's

When you view a web page in freedom's editor window, you will notice that all of the page content is contained in blocks. These blocks are called CARD's.



CARD's are used to group similar information on your web pages. The benefit of using these CARDS's is that the grouped information can quickly be dragged and dropped to another location on the current page; cut, copied, and then pasted to any page within the website; or removed completely.

CARD Topics

Please click on any of the button located on the toolbar below that you would like to know more about:



CARD Types

Each installation of Freedom comes including a base set of CARD's. Each of the CARD's in this set accomplishes specific functions to allow the end-user greater flexibility in formatting their page content. If, for some reason, this base set of CARD's does not totally meet your needs, custom CARD development is available.

To find out more about any of the CARD's from the base set, please select one of the CARD types below:

1. Editor CARD
2. Table CARD
3. Image Gallery CARD
4. Calendar CARD
3. Spacer CARD

Moving a Card

It is a good idea to practice moving cards around on a page so that you can become more familiar with the techniques. Lets go over dragging and dropping cards, this being the easiest and most common way to move a card around on a page.

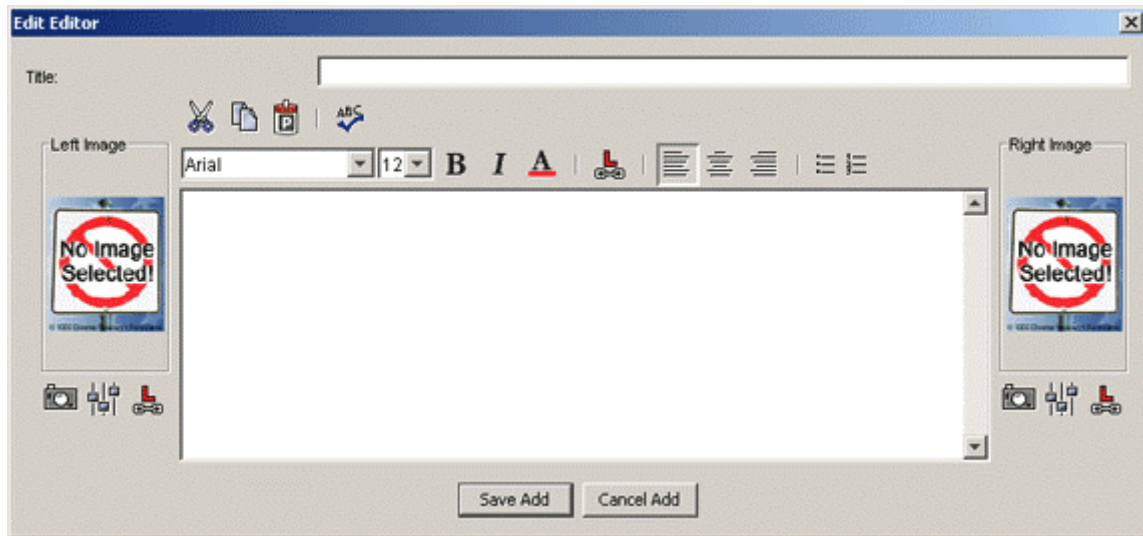
First you click and hold your mouse button over a card, then drag the card to the desired location. Finally, release the mouse button and the card will drop right where you placed it. Notice that the cards below the dropped card reorder themselves automatically once the card is placed.

The only other way to move a card is to use the Cut Card, Copy Card, and Paste Card buttons located on the edit window toolbar.

CARD's

Editor CARD

The editor CARD is the most common CARD used in the freedom system.



On this page we will go over how to add content using the different elements of this CARD.

1. Title Element
2. Image Element
3. Text Editor Element

Title Element

The first element is the title field.

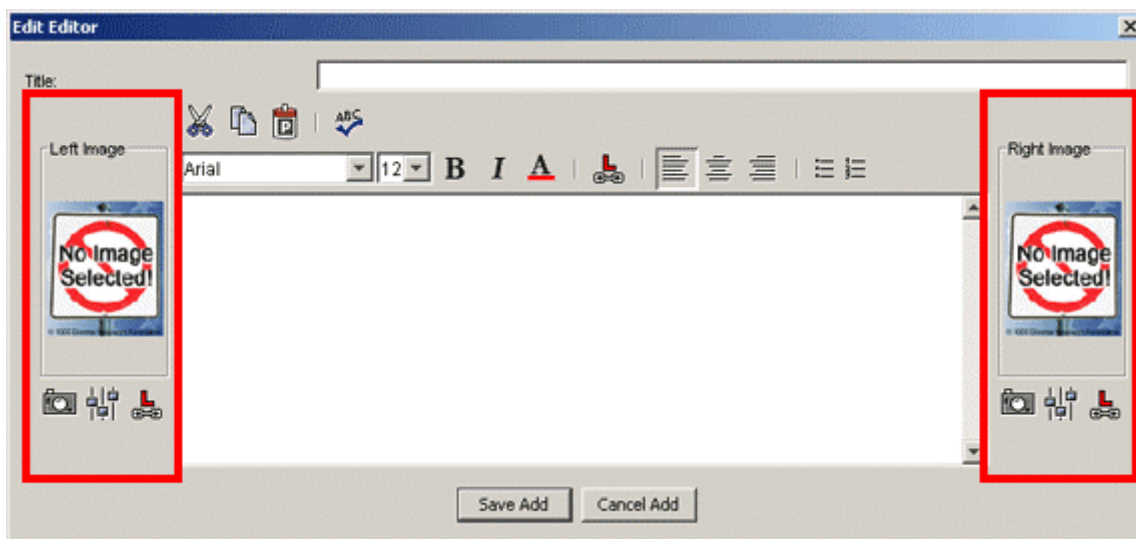


Here you can enter a title, which will, in most cases, create a colored title bar with “snap-to” navigation on your web page.



Image Element

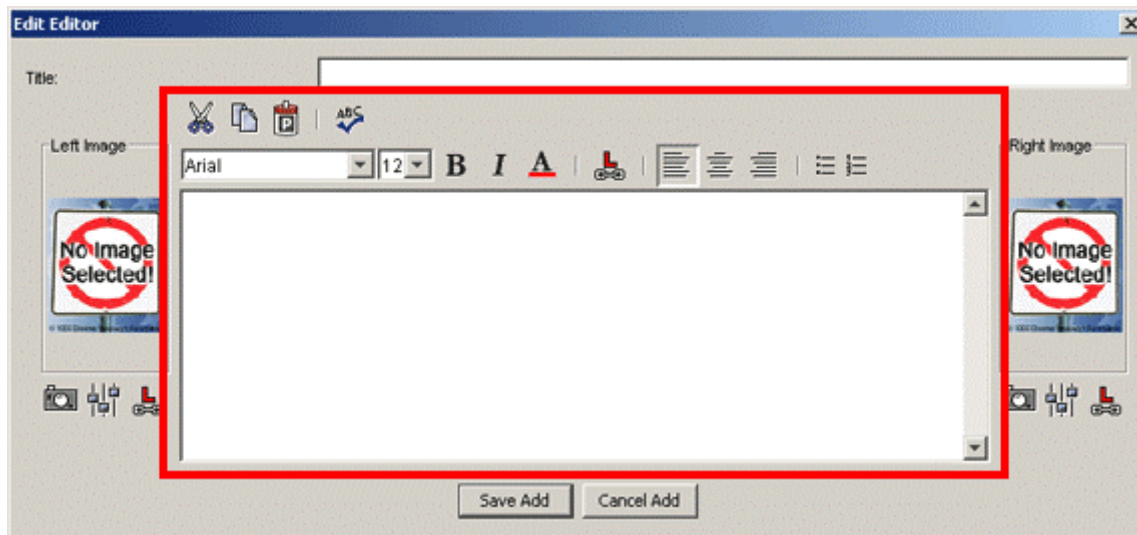
Next, clicking on the left, or right image areas allows you to insert images that will complement your text content.



The images you can choose from are to be found in your image album located on the editor window toolbar.

Text Editor Element

Lastly is the text editor. Lets examine all of the attributes of this element. With the text editor you can control the format of text on your web pages. To control the format you will use the tool bar located above the text pane.

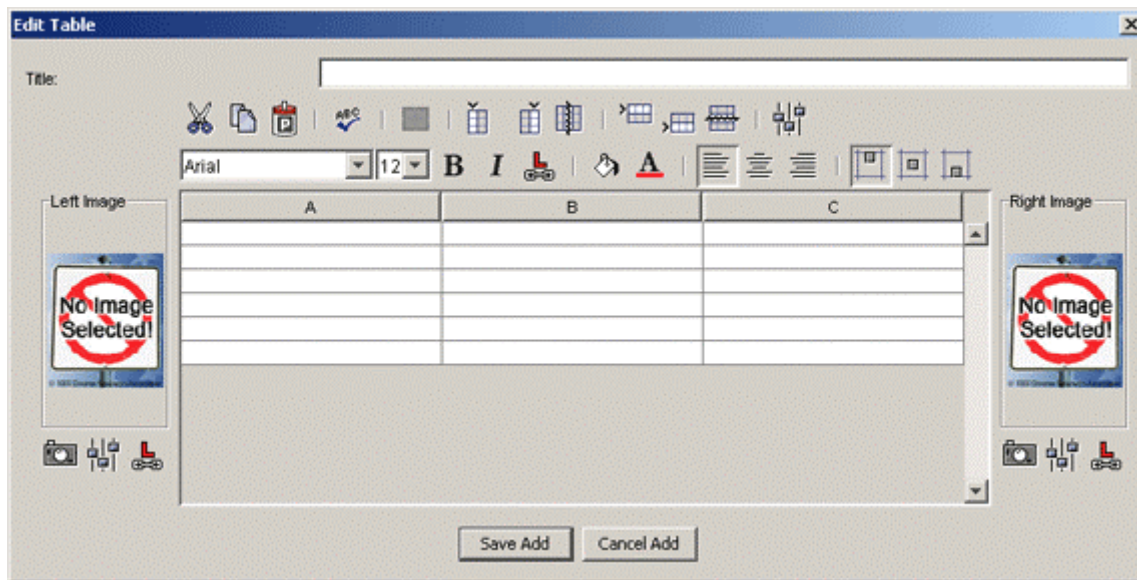


Starting from the top left side of the toolbar, you can cut or copy, and then paste text from inside your editor document, or from any outside application like Microsoft Word, Excel, or Notepad. After that is a spell checker, built in to allow for error free content entry. On the next line you can choose whatever font you would like, and the size you want it to be, from the drop down menus. You then have the option to bold, italicize, or color you text. The next option is to create a hyper link. Using this button you can create a link to any page on your own website, to someone else's website, send an email, to a document in your documents folder located on the edit window toolbar, or to an image. Then there is the alignment option, which gives you the ability to left, center, or right align your text. Finally, you get the option to create a numbered list from your text or to bullet the text in your document.

CARD's

Table CARD

The Table CARD contains several of the same elements as The Editor CARD.



On this page we will go over how to add content using the different elements of this CARD.

1. Title Element
2. Image Element
3. Table Element

Title Element

The first element is the title field.

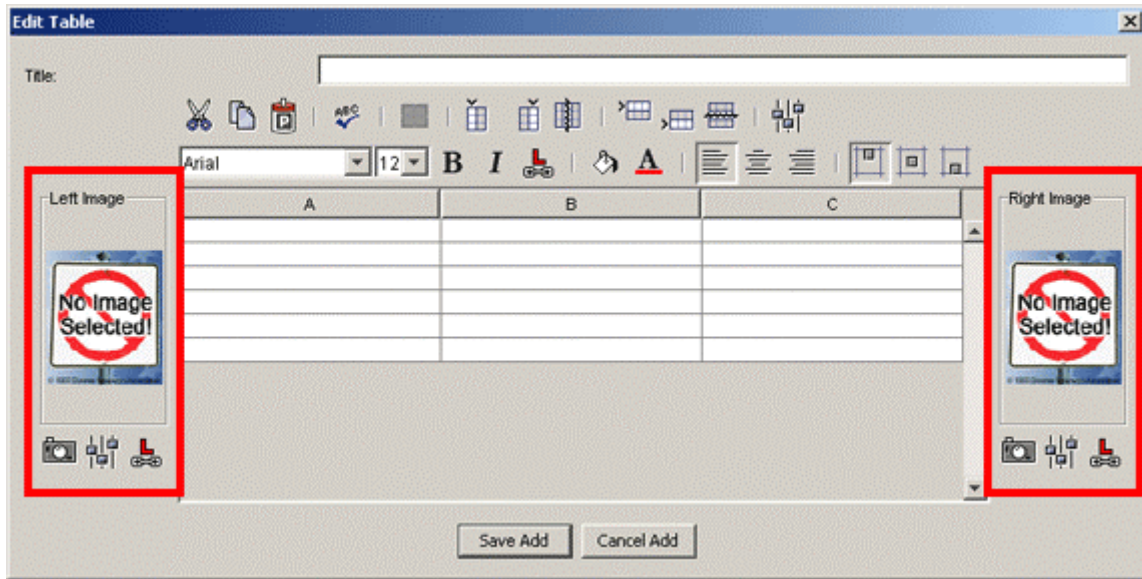


Here you can enter a title, which will, in most cases, create a colored title bar with "snap-to" navigation on your web page.



Image Element

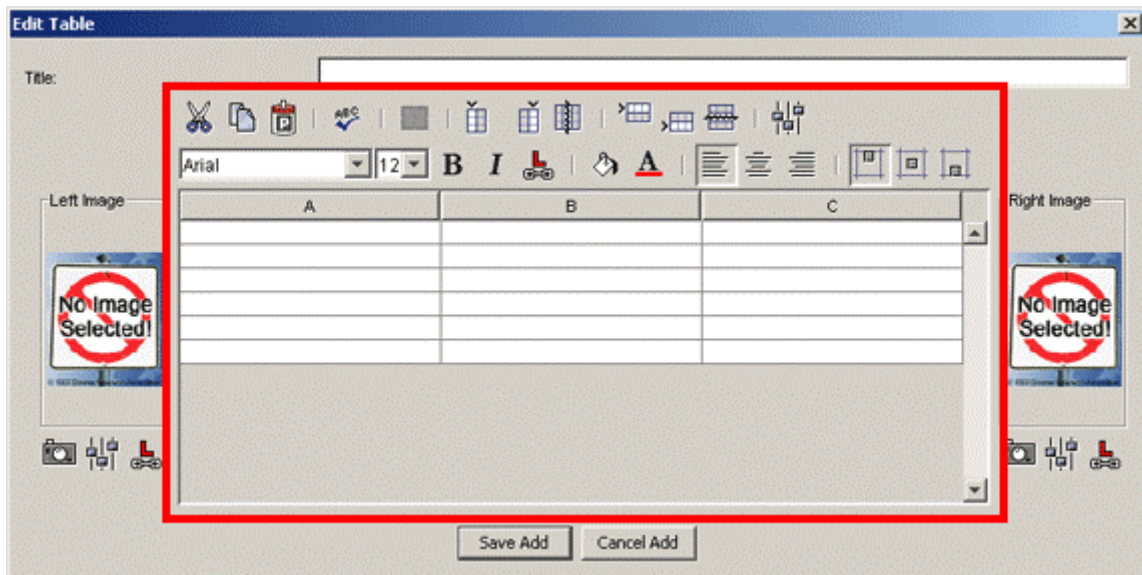
Next, clicking on the left, or right image areas allows you to insert images that will complement your text content.



The images you can choose from are to be found in your image album located on the editor window toolbar.

Table Element

The Table card allows you to enter your content in a spreadsheet format, giving you outstanding control over your content layout. Every cell's contents can be formatted independently, allowing for even greater design freedom.



We'll start off with the table attributes. The table settings button will open a popup window that displays the options of table alignment (left, center, and right), the overall table width (in percentage), and the table border width. Remember that the table border can be set to zero to hide the borders completely.

The table is made up of columns and rows. Columns run vertically and rows run horizontally. Columns can be added using the "Insert Column Before", or "Insert Column After" buttons; and removed using the "Delete Column" button. Rows can be added using the "Insert Row Before", or "Insert Row After" buttons; and removed using the "Delete Row" button.

Now Lets address the cell settings. You can apply these settings to multiple cells at a time, or to just a single cell by just clicking and dragging over the required cells.

The Cut, Copy, and Paste Buttons will allow you to remove or move content from the table; or to move content from one table card to another; or to copy and paste content from any outside application like Excel, Microsoft Word, or notepad.

The "Merge/Split Cells" button will either combine several selected cells, or break apart a cell that had previously been merged.

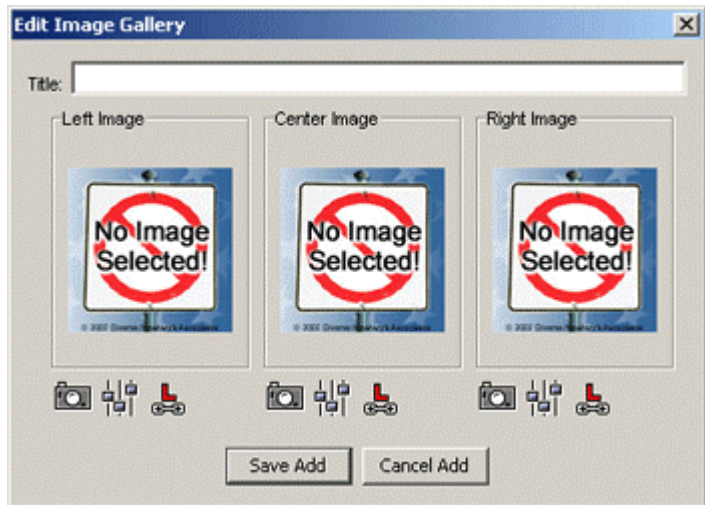
With the text editor you can give any format to the text on your web pages. Starting from the left, you can choose whatever font you would like from the available drop down menu. You can also change the text size with another drop down menu. You then have the option to bold, or italicize, your text. The next option is to create a hyper link. Using this button you can create a link to any page on your website, anyone else's website, create an email link, link to a document in your documents folder located on the edit window toolbar, or link to an image in your image album located next to the document folder. Lets go ahead and create a link to one of the pages on this website. Next is a spell checker built in to allow for error free content entry.

Aside from the standard text options there is a background color button, which permits you to choose a color for the cell/s. There are also left, center, and right align buttons to change the horizontal alignment for the cell/s. Finally there are top, middle, and bottom align buttons to control the vertical alignment for the cell/s.

CARD's

Image Gallery CARD

The Image Gallery card can be used to either create thumbnail galleries on your website or display large images within a webpage. The elements in this card are just like the image components within all of the other cards, with one exception, images in this card can be displayed at a larger size.



On this page we will go over how to add and manipulate images using this CARD.

1. Title Element
2. Image Elements

Title Element

The first element is the title field.

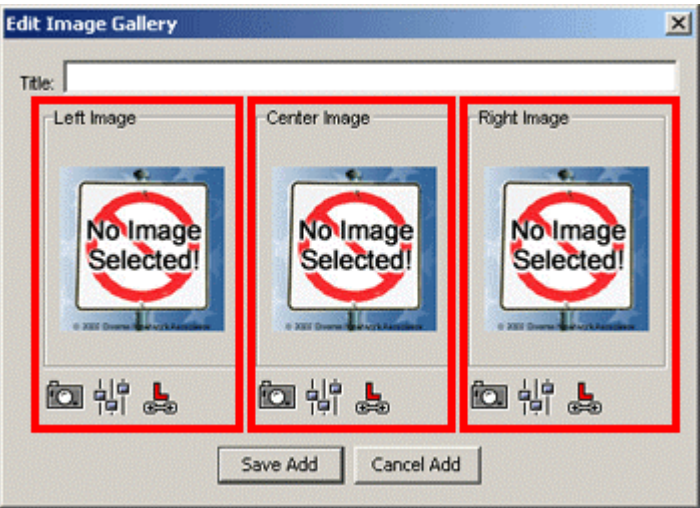


Here you can enter a title, which will, in most cases, create a colored title bar with "snap-to" navigation on your web page.

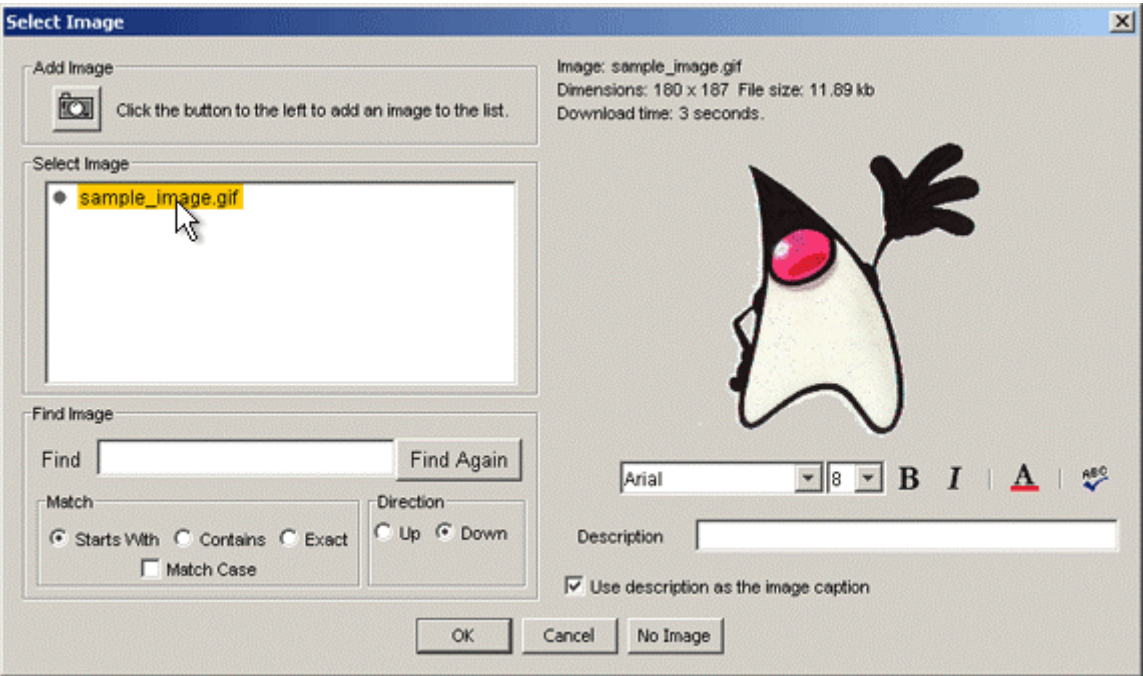


Image Element

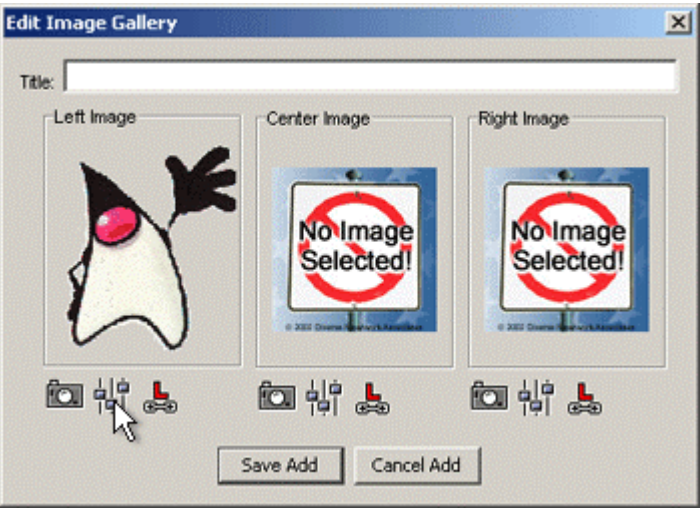
Clicking on the left, center, or right image elements allows you to insert images into the CARD. The images you can choose from are to be found in your image album located on the editor window toolbar.



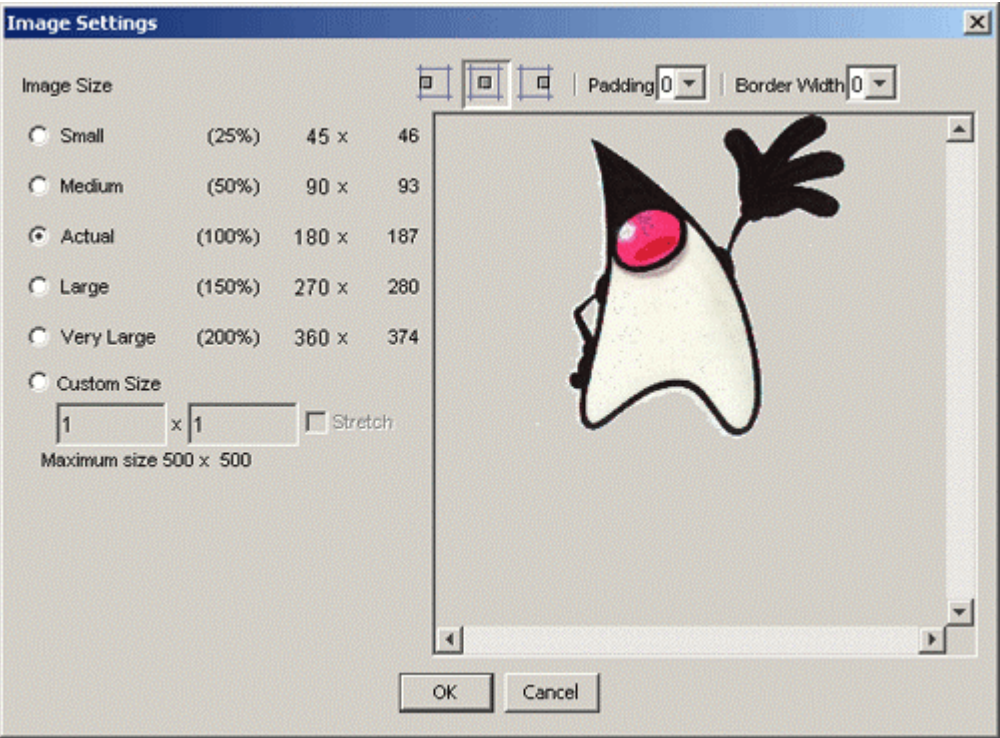
After clicking one of the image elements, an image selection popup will appear with a list of available images. Once you select an image you can write a caption for your image or click on the "OK" button to complete the selection.



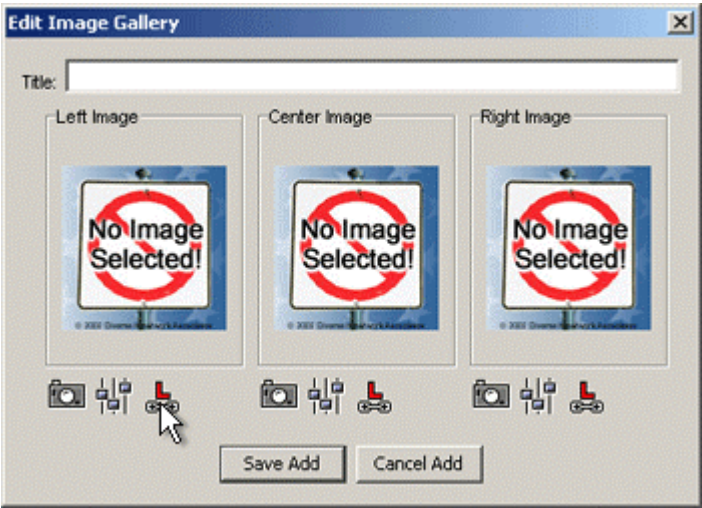
Following an image selection, you can change the image attributes by clicking the "Image Settings" button.



The settings popup allows you to make any adjustments to the image width and height as well as alignment, padding, and border.



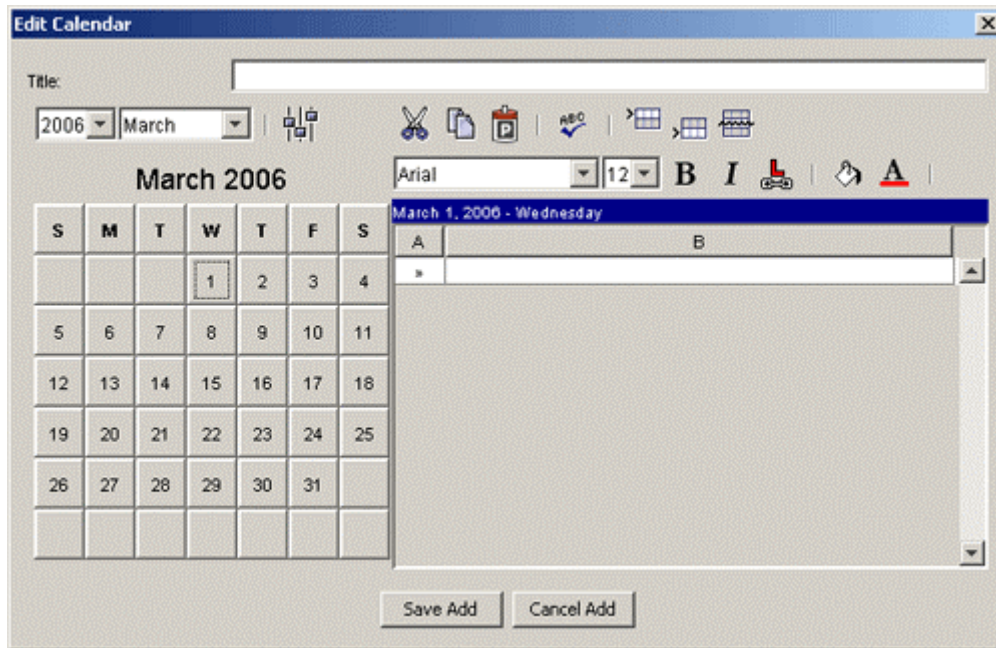
You can also attach a link to any one of the three images by clicking on one of the link buttons located at the bottom of each element.



CARD's

Calendar CARD

The calendar CARD allows you to list dated information for a whole month, on a per day basis, within one card. You can use multiple cards to span any amount of time, from a few months to an entire year.



On this page we will go over how to add content using the different elements of this CARD.

1. Title Element
2. Calendar Element

Title Element

The first element is the title field.

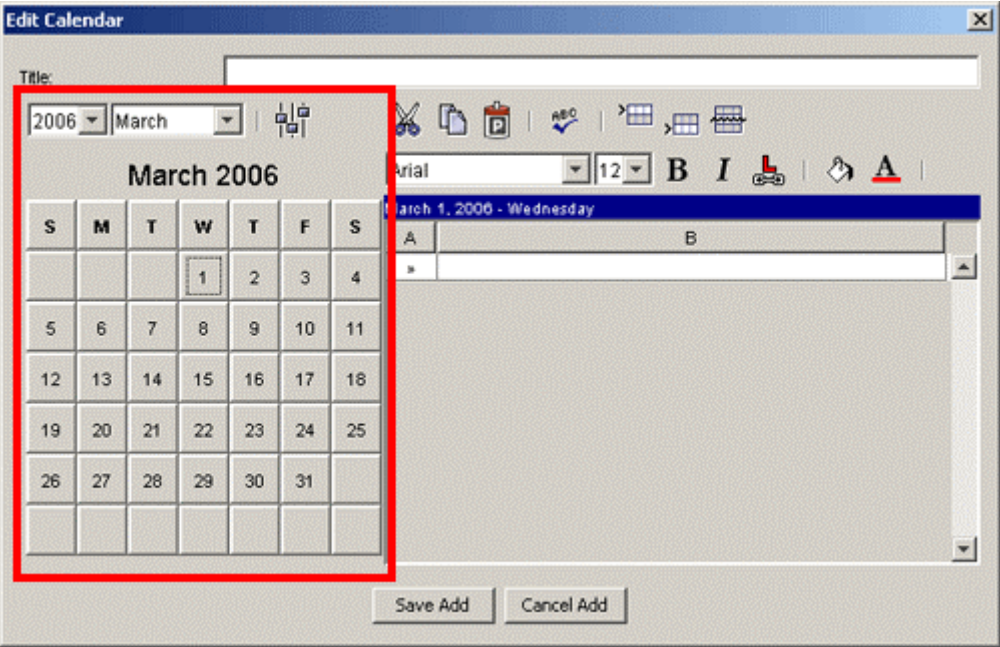


Here you can enter a title, which will, in most cases, create a colored title bar with “snap-to” navigation on your web page.

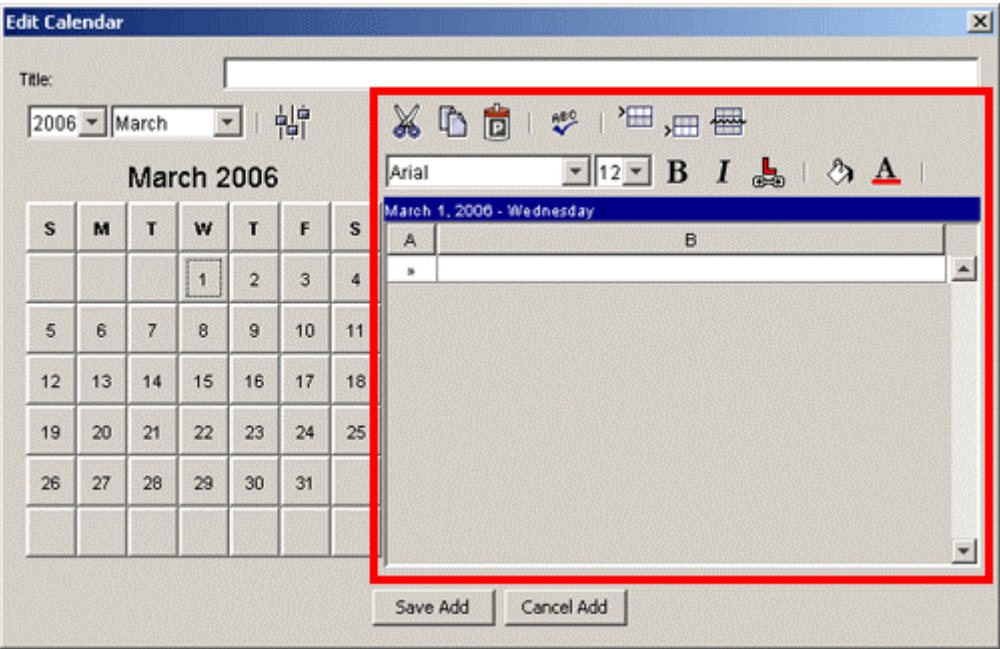


Calendar Element

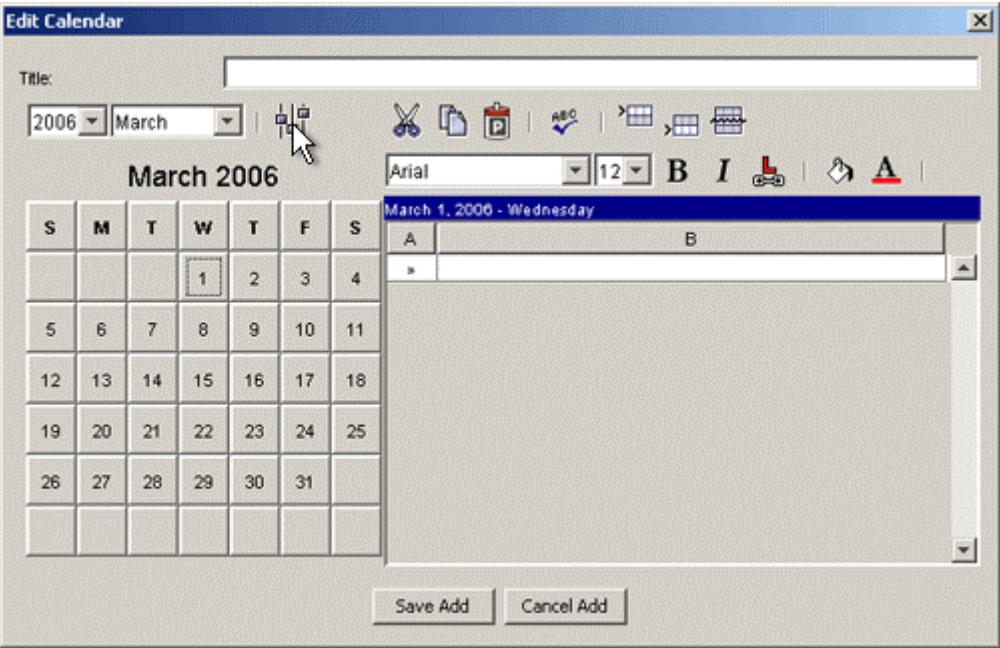
The first step, once the card has been created, is to select the appropriate year and month. Then you can begin entering data by selecting one of the days displayed in the graphic calendar.



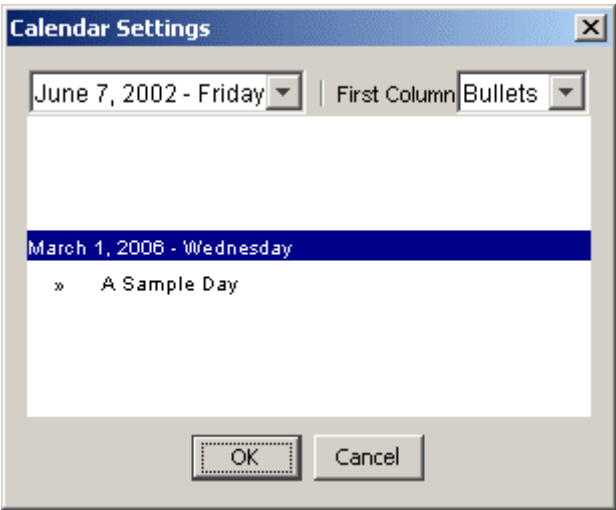
Entering data into this card is similar to using the table card. You can add new rows but not columns.



If you want to change the way the first column displays content you need to select the settings button located on the upper left-hand side.



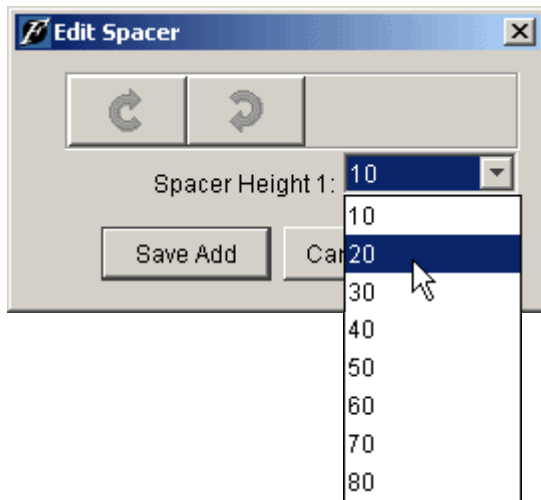
The popup allows you to reformat how the date and first column display. You can choose from no first column, bullets, or an open column where you can enter the time of your events.



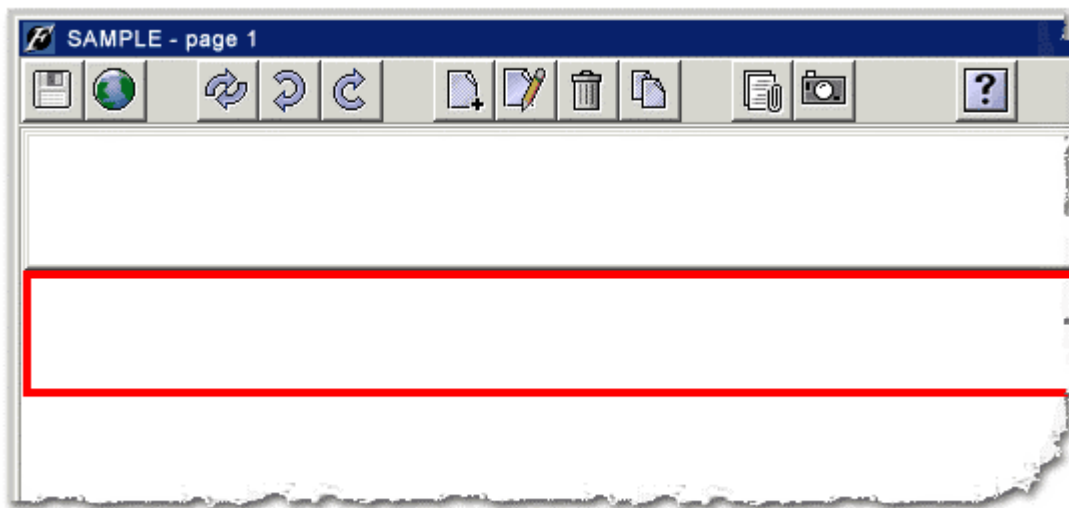
CARD's

Spacer CARD

The Spacer card allows you to add space between the other cards to give you more control over the layout, or look and feel, of your content.



When selected, the spacer cards editor window displays a selection of heights to choose from for that particular spacer card.



Select one and then save to add the card.

FAQ's

Frequently Asked Questions

Below is a list of frequently asked questions that have been assembled from many hours of tech support and hands on training.

Please select one of the questions from the list below, or just scroll down the page to view the answer.

I. Images

1. What type of image files can I use in Freedom?
2. How do I bring an image into the Freedom, so that I can use it?
3. Now that I have brought an image into Freedom, how do I put it on my website?
4. I would like to use an image on my website but its file size is too large, how do I reduce, or optimize the file size for web use?
5. How do I resize the width and height of an image that I want to use on my website?

II. Documents

1. What type of documents can I use in Freedom?
2. How do I bring a document into Freedom so that I can use it?
3. Now that I have brought a document into Freedom, How do I create a link to it on my website?
4. How do I optimize my documents for quick download from my website?

III. Common Error Messages

1. **JAVA ERROR** - I tried to install Freedom and received a specific Java error that would not let the install complete, what do I do?
2. **MONTANA SUNSET** - I started the Freedom program for the first time and received an error message telling me that my account registration information is invalid, what do I do?
3. **BIG BANANNA / BANANA SPLIT** - I tried to update, checkout, or check-in my website and received an error message informing me that a connection to the freedom website server could not be established/connection was severed, what do I do?
4. **VOLCANO JOE** – I have received an error message informing me that the Freedom software has encountered an internal error, what should I do?
5. **SALAMANDER PARADE / BLUE RHINO** – Q: I have received an error message informing me that the content directory is already checked in/checked out to someone else, what should I do?

IV. CARDS

1. What is a CARD?
2. How do I add a CARD?
3. How do I edit a CARD?
4. How do I delete a CARD?
5. How do I move a CARD around on one of my pages?
6. Can I cut or copy, and then paste a CARD from one location to another location, even onto another page within my website?

V. Page Modification Buttons/ Dir Structure

1. How do I add a page to my website?
2. How do I remove a page from my website?
3. How do I reorder pages within a directory?
4. How do I make a copy of one of my pages?
5. I maintain multiple websites, how do I switch back and forth between them?

VI. Saving and Updating

1. How do I save work on one of my pages?
2. How often should I save my work?
3. When I am done working in Freedom, how do I send my updates to the website on the internet?

I. Images

- 1. Q: What type of image files can I use in Freedom?**
A: Freedom supports all types of GIF, JPEG, and PNG file formats.
- 2. Q: How do I bring an image into the Freedom, so that I can use it?**
A: Using the Add Images feature, you will be walked through the steps of bringing images into the system.
- 3. Q: Now that I have brought an image into Freedom, how do I put it on my website?**
A: Selecting the Image element, available in several CARDS, you will be walked through the steps of displaying images on your web pages.
- 4. Q: I would like to use an image on my website but its file size is too large, how do I reduce, or optimize the file size for web use?**
A: We have provided a built in image optimizer that will physically resize your images width and height, as well as reduce the overall file size. You can turn this feature off by un-checking the box while adding your images to Freedom.
- 5. Q: How do I resize the width and height of an image that I want to use on my website?**
A: After selecting your image from the list of available images, click the settings button directly below the image element in question. From the popup you will be able to resize your image to the required dimensions.

II. Documents

1. Q: What type of documents can I use in Freedom?

A: Freedom allows you to upload the following file formats: avi, doc, gz, mp2, mp3, mpa, mpg, mpeg, mps, mov, pdf, pps, ppt, pub, ra, ram, rau, rtf, sql, swf, tar, txt, vsd, wav, wmv, wpd, xls, or zip.

2. Q: How do I bring a document into Freedom so that I can use it?

A: Using the Add Documents feature, you will be walked through the steps of bringing documents into the system.

3. Q: Now that I have Brought a document into Freedom, How do I create a link to it on my website?

A: Within a CARD's edit window, you first need to select the text that you would like to be the link to your document. Then you will find the Link button located on the toolbar (an "L" with chain link below). Select the link button, and a popup window will appear displaying all of your link settings. Select the Document button and then press browse. Another window will open and show all of the current documents available in Freedom. Select your document and press "OK". Now you have one more selection to make on the link settings window. You can choose to either open the document in the same browser window or to open a new window for it. Chose one and then press the "Save Edit" button to commit your changes.

4. Q: How do I Optimize my documents for quick download from my website?

A: If you don't have a document compression tool (like Acrobat) you have to be careful about making your document sizes small enough for download. Freedom puts a cap on uploads at two megabytes. This is still quite large as far as downloads go, and there are several things you can do to minimize document size. If you want to incorporate images into your documents, but they make your document too large, you should make sure that they are already optimized for web use. If you have an extremely long document, making its file size too large, you could break it up into several different documents and link to each section separately. We have included a PDF conversion tool with Freedom. To use it, just check the box next to "Auto-Convert To PDF" before you add your document to Freedom. It works very well with simple document formats, but for more complex layouts you will probably be better off with a third party solution.

III. Common Error Messages

1. JAVA ERROR - Q: I tried to install Freedom and received a specific Java error that would not let the install complete, what do I do?

A: It is more than likely that you have an anti-virus running in the background. You need to disable it first and then try to install again. You will not need to turn off your anti-virus ever again when running Freedom, just when you install the software.

2. MONTANA SUNSET - Q: I started the Freedom program for the first time and received an error message telling me that my account registration information is invalid, what do I do?

A: Double check that you have entered the correct registration information into the provided fields. If that still does not work, you need to contact the party that provided you with your user ID, key word, and key code.

- 3. BIG BANANNA / BANANA SPLIT - Q: I tried to update, checkout, or check-in my website and received an error message informing me that a connection to the freedom website server could not be established/connection was severed, what do I do?**

A: One of three things has occurred:

- a) Your computer is not signed on to the internet with a connection to your internet provider (I.E. AOL, Earthlink, SBC, etc...)
- b) If you use your phone line to connect to the internet, someone may have picked up the phone while you were online.
- c) Your internet provider could be experiencing an outage related to maintenance or technical difficulties.

Once you have checked the above conditions, try again. If the problem persists please contact the party that provided you with Freedom for assistance.

- 4. VOLCANO JOE – Q: I have received an error message informing me that the Freedom software has encountered an internal error, what should I do?**

A: If the problem persists please contact the party that provided you with Freedom for assistance.

- 5. SALAMANDER PARADE / BLUE RHINO – Q: I have received an error message informing me that the content directory is already checked in/checked out to someone else, what should I do?**

A: This occurs when a user is trying to submit an update when he/she does not have the website checked out. This comes from either a forced check-in committed by an administrator, or the user has installed Freedom at two different locations using the same registration code. Contact your administrator when you receive this error and they will track down the cause.

IV. CARDS

- 1. Q: What is a CARD?**

A: CARD stands for Capsulated Articles of Recorded Data. There are several different types of CARDS used by Freedom. They are located in the content area of the edit/preview window and all of your website content is contained within these CARDS.

- 2. Q: How do I add a CARD?**

A: Add a card using the "Add Card" Button at the top of the Edit/Preview workspace.

- 3. Q: How do I edit a CARD?**

A: Edit a card using the "Edit Card" Button at the top of the Edit/Preview workspace.

- 4. Q: How do I delete a CARD?**

A: Delete a card using the "Delete Card" Button at the top of the Edit/Preview workspace.

- 5. Q: How do I move a CARD around on one of my pages?**

A: First you click and hold your mouse button over a card, then drag the card to the desired location. Finally, release the mouse button and the card will drop right where you placed it. Notice that the cards below the dropped card reorder themselves automatically once the dropped card is placed.

- 6. Q: Can I cut or copy, and then paste a CARD from one location to another location, even onto another page within my website?**

A: Yes, you can do all of these things. All of these things are discussed on the "Cut/Copy/Paste Card" page.

V. Page Modification Buttons/ Dir Structure

1. **Q: How do I add a page to my website?**
A: Add a page to your website using the "Add Page" button located above your website directory structure.
2. **Q: How do I remove a page from my website?**
A: Remove a page from your website using the "Remove Page" button located above your website directory structure.
3. **Q: How do I reorder pages within a directory?**
A: Reorder pages within your website using the "Reorder Page" button located above your website directory structure.
4. **Q: How do I make a copy of one of my pages?**
A: Create a copy of an existing page by selecting that page and then pressing the "Copy Page" button located above your website directory structure.
5. **Q: I maintain multiple websites, how do I switch back and forth between them?**
A: Switch back and forth between your clients by using the "Change Client" button located above your website directory structure.

VI. Saving and Updating

1. **Q: How do I save work on one of my pages?**
A: Save any work done on a page of your website by using the "Save This Webpage" button located above the edit/preview workspace.
2. **Q: How often should I save my work?**
A: Save only as often as you are willing to lose the work you have done. In other words, save frequently.
3. **Q: When I am done working in Freedom, how do I send my updates to the website on the internet?**
A: Send any work done to your website by using the "Update Website" button located above the edit/preview workspace.

About Freedom

Our innovative software lets you manage full-feature high-performance websites through an easy-to-use WYSIWYG interface. No programmer needed to keep your website fresh. Anyone who knows word processing can now update website content. Update your site at your convenience, when you want as often as you want. It is simple, powerful, and customizable, turning content maintenance into a simple word processing task. Error-proof with no coding. Freedom saves your money and your time.

Using Help

Clicking the help button, as shown below, can access the help menu.



The Freedom Website Maintenance System's help menu was created to allow the end user to easily find information on the different components of our system.

You are given several navigation options when traveling through our help menu. The primary source for navigation is the directory, located on the left hand side of the menu. You can also use the "Getting Started" page to navigate through a selection of images in the main window.

As you explore deeper into the menu you will also see, at the top of each page, the hierarchy of pages you have traversed. You can use these links to travel to higher-level pages, or just to see the current page's location in the directory.